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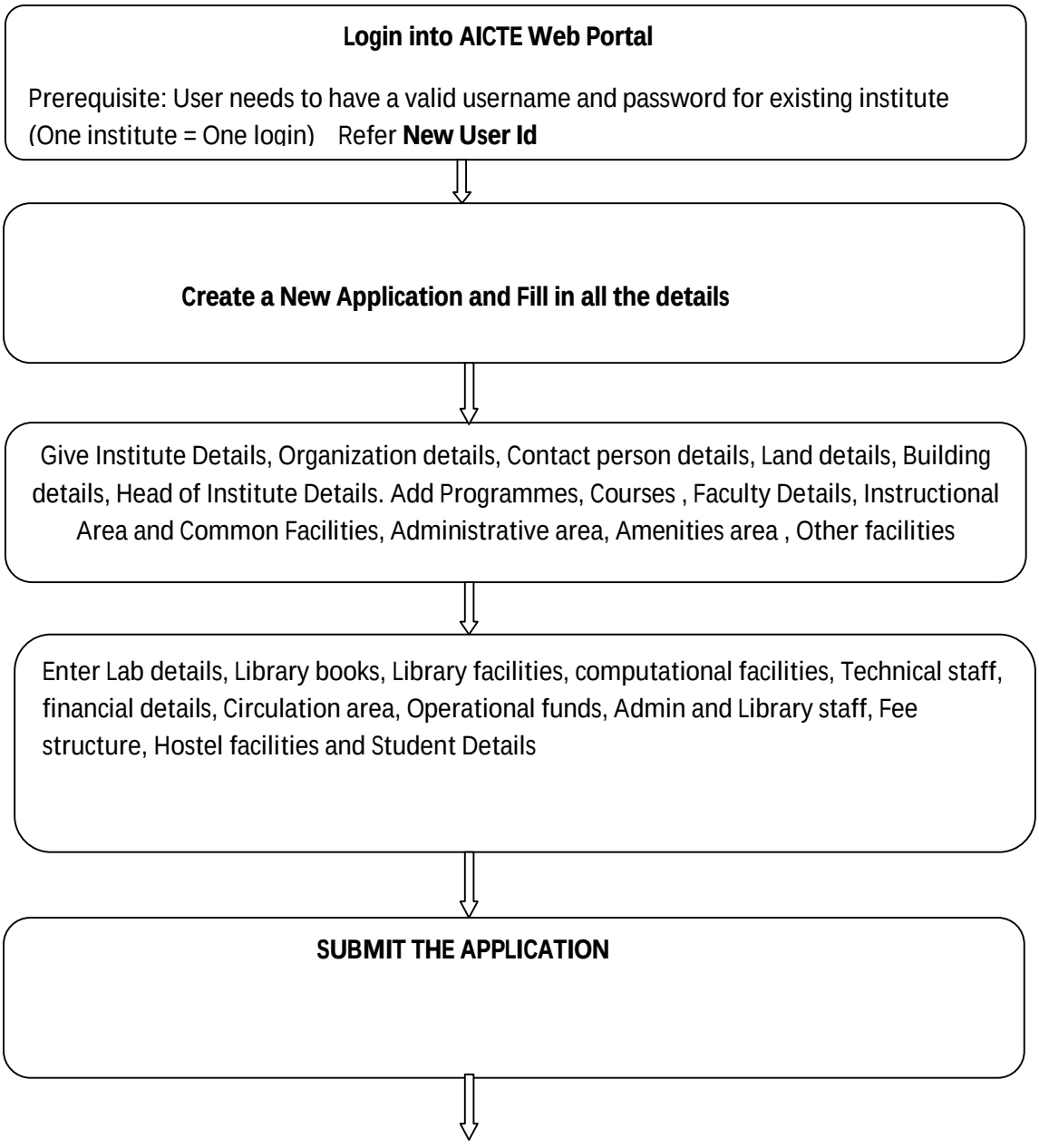
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## Process Overview

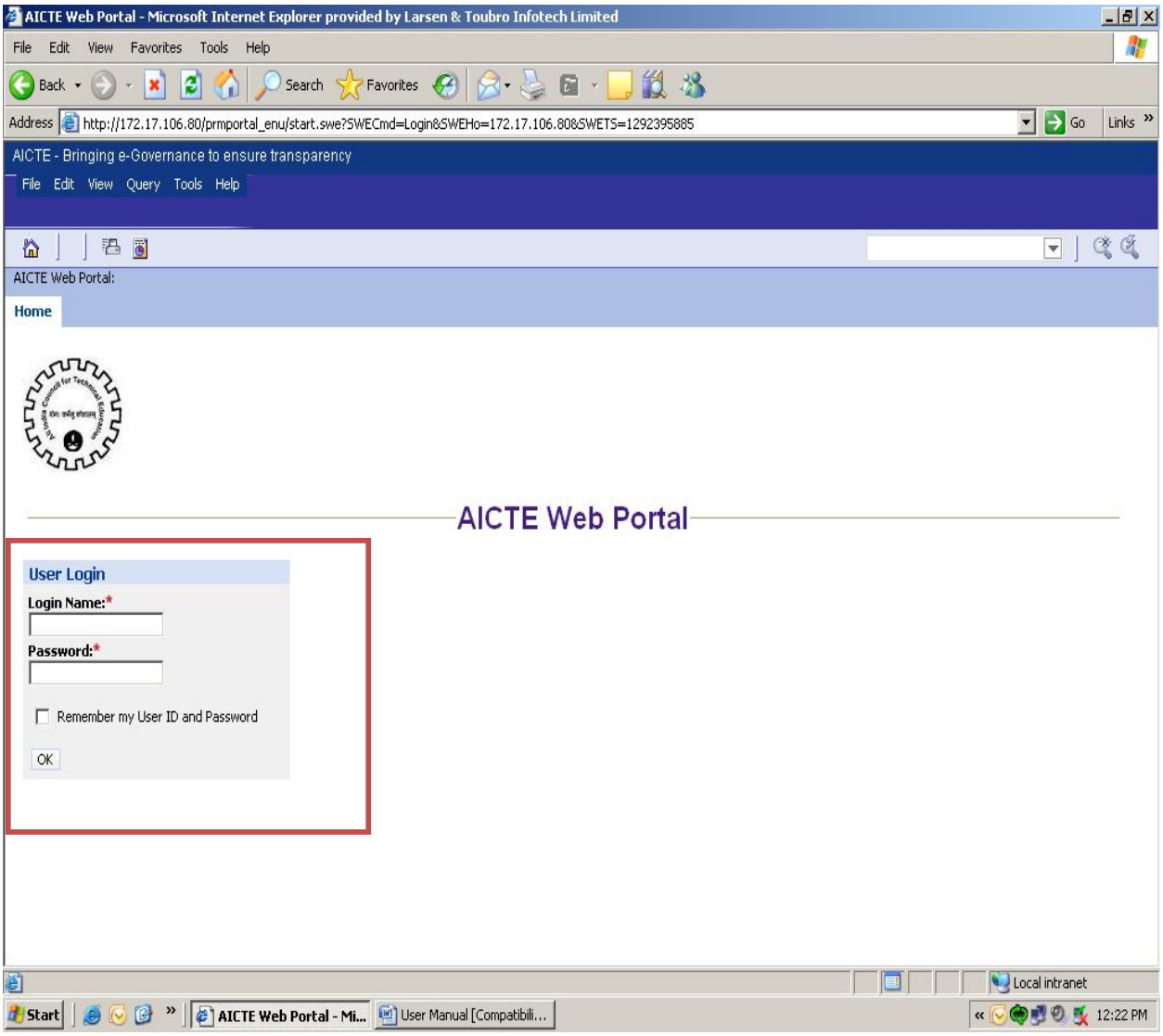


Go to Payments tab and pay the Processing Fee

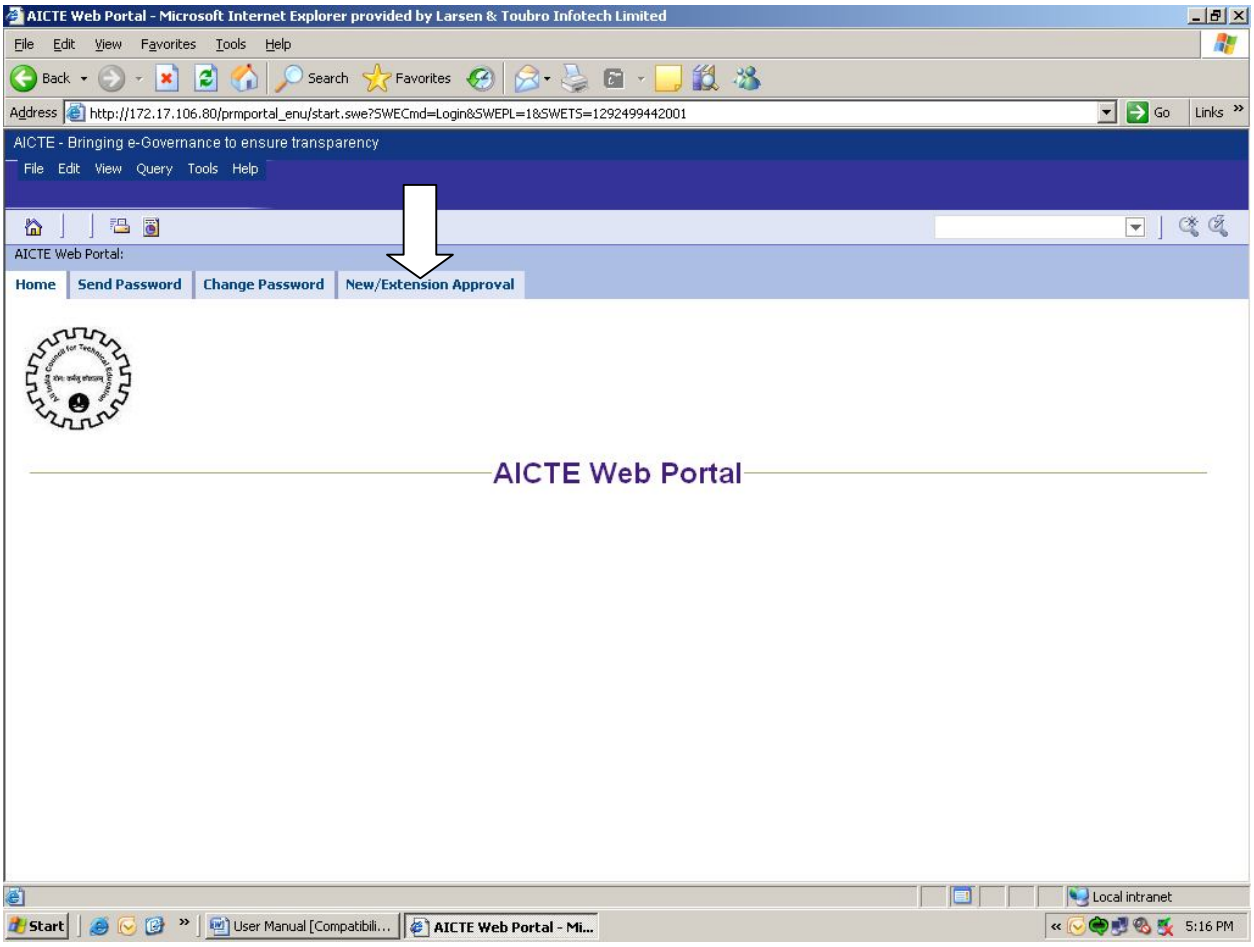
Refer **Payments**

# For Institutes who don't have 2011-2012 Application

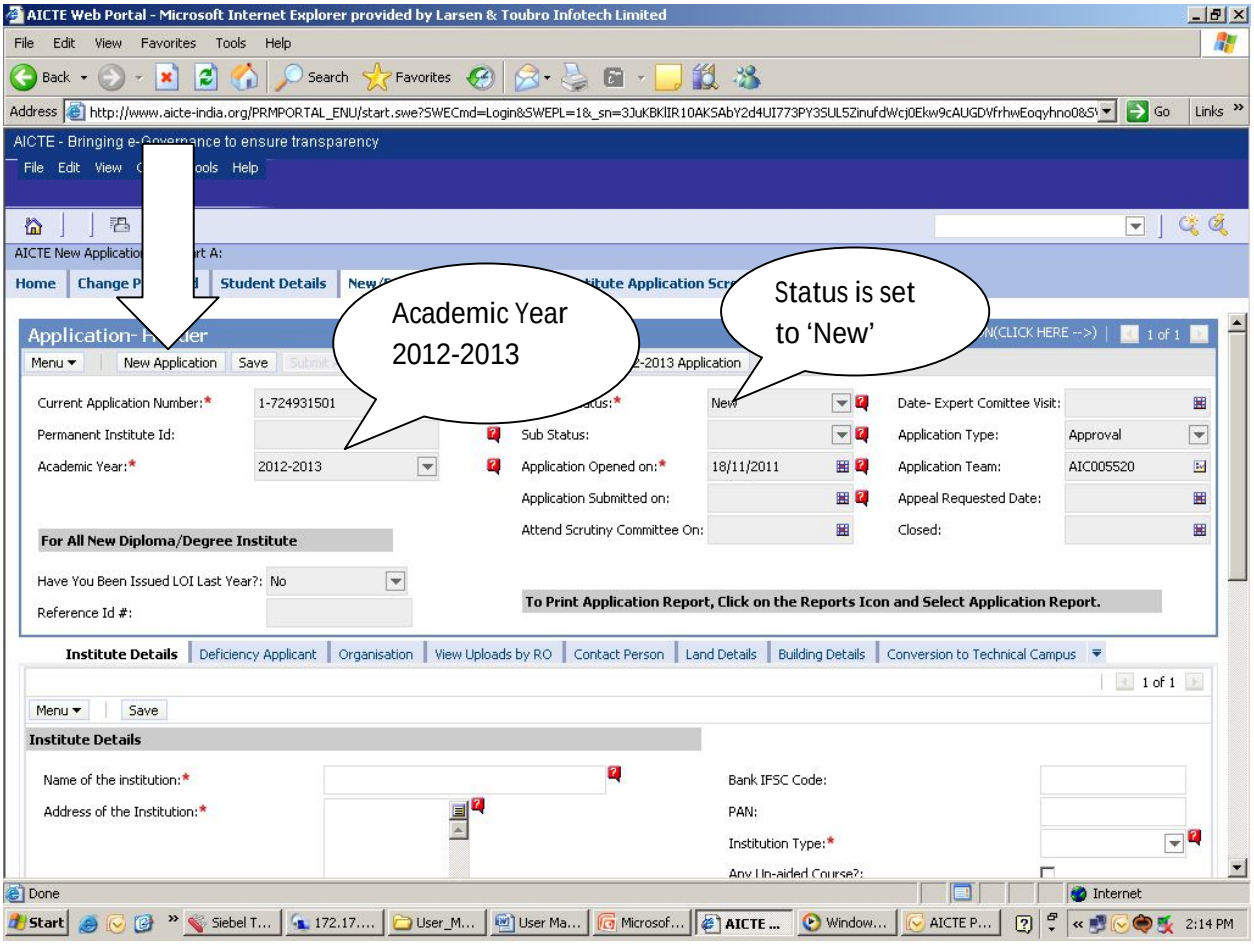
## Login into AICTE web portal with existing User id / New User Id




Click on the **'New/Extension Approval'** tab




'**New Application**' button will be enabled for these users. Click on '**New Application**' button to create a blank 2012-2013 application. Institute can then enter the details




The ***Current Application Number*** is automatically generated by the system. Note down the Number for future reference.

***Current Status*** is set to 'New' while the *Sub-Status* field is blank.

Academic year is set to "2012-2013".

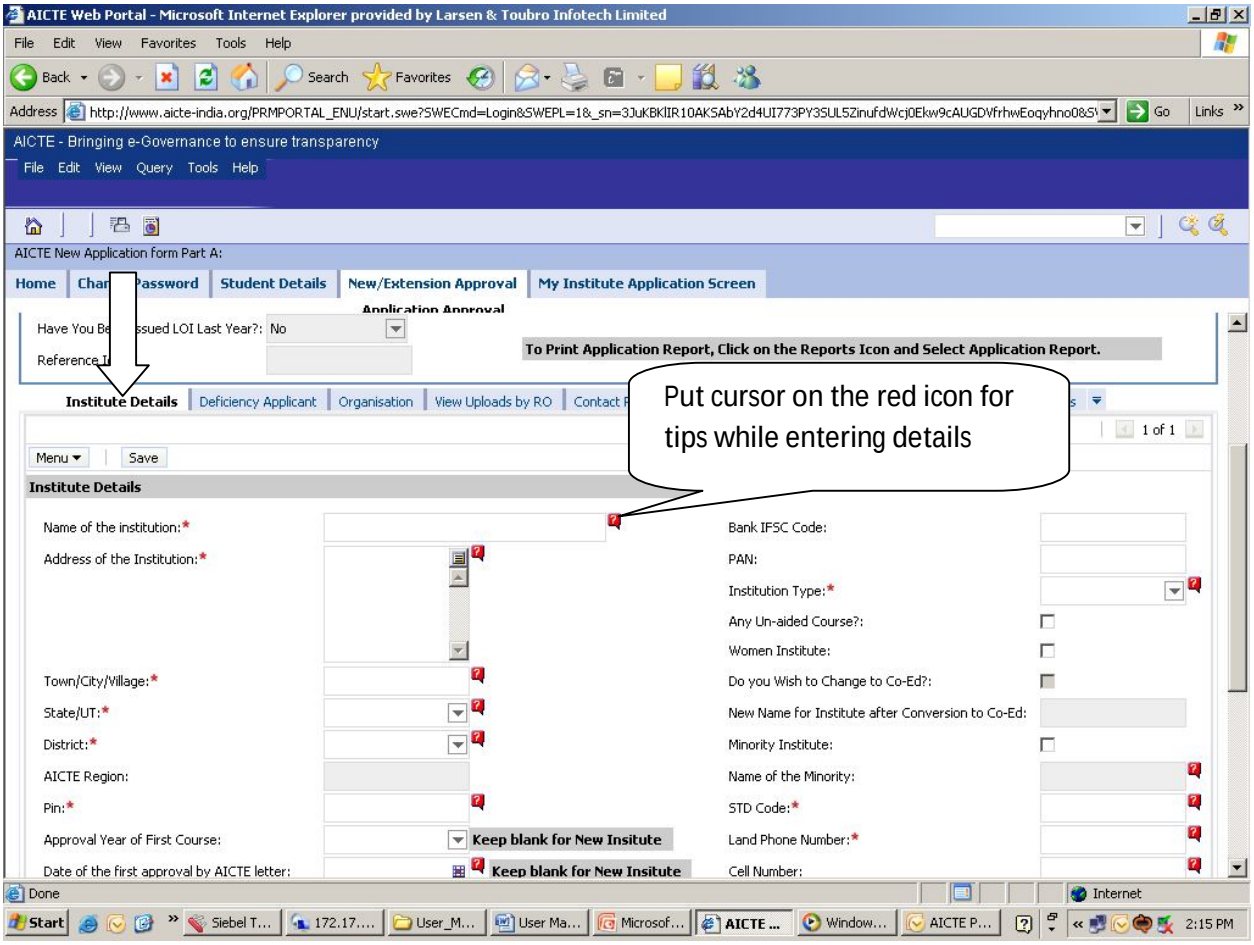
Scroll down the Application to enter Institute details

## Institute Details

Click **"Institute Details"** Tab

Enter details for all the fields displayed.

Put cursor on the Red icon beside the field for tips on particular field.




**Name of the institution**: Enter full Name of the institute.

**Address of the institution**: Enter Address of the Institution in the area provided.

**Town/City/Village**: Enter Name of Town or City or village of the institute.

**State/UT**: Select State/UT from the Dropdown list Values.

**District**: Select a District. The list of Districts displayed is dependent on the State selected. This is a Required Field.

**AICTE Region**: It's a system generated value. This Column will populate the Region Name automatically once state is selected.

**Pin:** Enter 6 Digit Postal code.

**Approval Year of First Course**: Select year from the options in which First course was approved for the Institute.

**Date of First Approval by AICTE letter**: Enter the Date of First Approval by AICTE letter.

**Bank Name**: Enter institute's Bank Name

**Bank Account Number**: Enter Institute's Bank Account Number

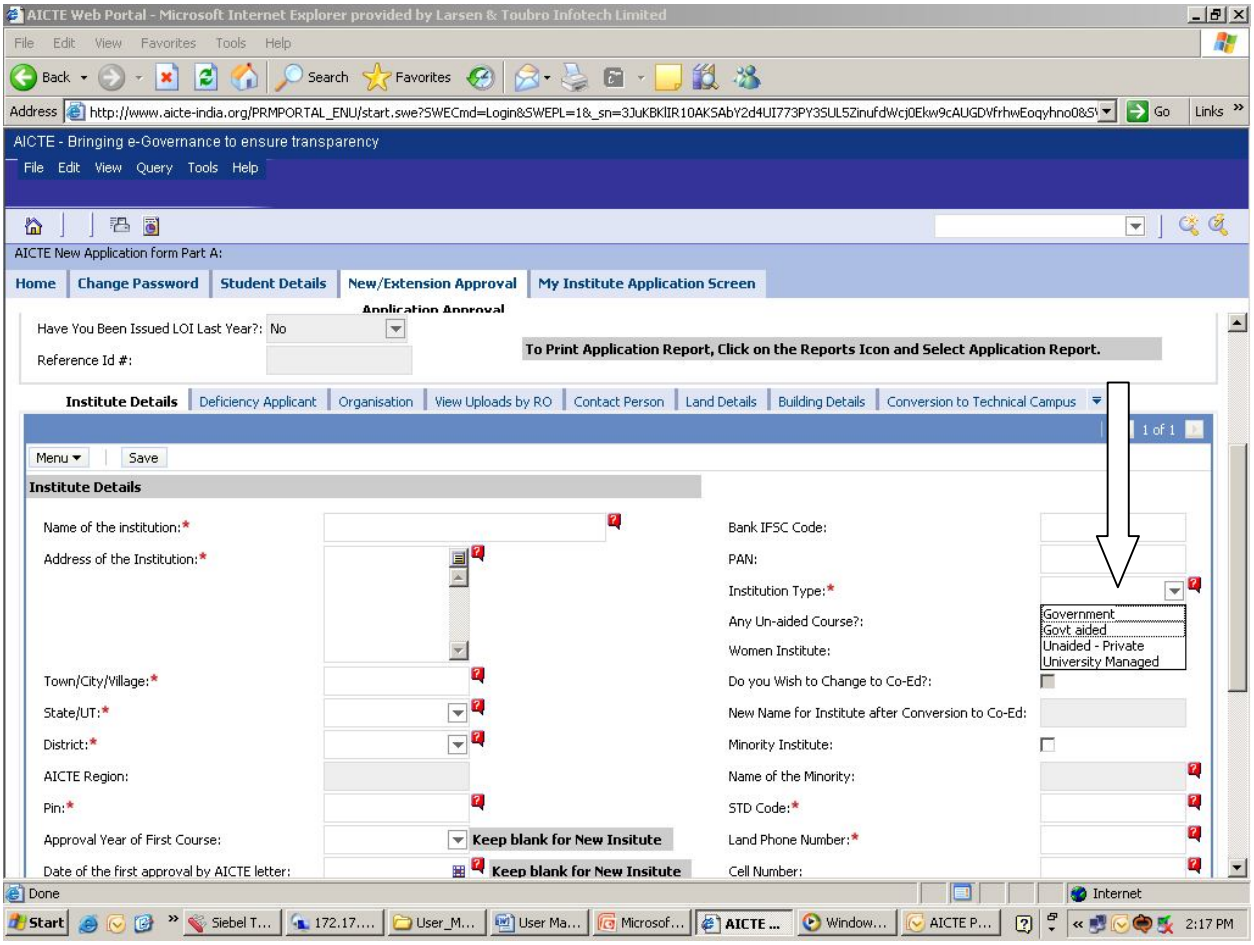
**Bank IFSC Code**: Enter Institute's Bank IFSC Code

**PAN**: Enter PAN Number

**Institution Type**: Select a value from the options. Values are:

1. Government: If it's a Government Institute.
2. Govt. aided: If the Institute is Govt. aided.
3. Unaided - private: If it is a Private Institute.
4. University Managed: If it is Managed by the University.

**Any Un-Aided Course:** Click in this Checkbox if you have any Un-aided courses in your Institute.




**Women Institute:** Click in the box if it is Women's Institute.

**Do you wish to Change to Co-Ed? :** Click in the box if you want to change your Institute from Girls institute to Co-education. Fees will be applicable.

**New Name for Institute after Conversion to Co-Ed**: Enter New Name of the Institute If you wish to change the Institute Name after Conversion to Co-Ed. You can enter this value only if you click the above check box.

**Minority Institute**: Click in this check box if it is a Minority Institute.

**Name of the Minority**: Enter Name of the Minority if it is a minority institute. This becomes required once Minority Institute is Checked.

**STD Code:** Enter STD Code. It should **not** be more than 6 digits.

**Land Phone Number**: Enter Land Phone Number of the Institute which contains 5 to 10 digits.

**Cell Number**: Enter 10 digit Cell Number for Correspondence.

**FAX Number**: Enter 5 to 10 digit FAX Number.

**Primary Email:** Enter Valid Email Address of the Institute. ex: collegename@yahoo.com

**Alternate Email:** Enter another domain email address different from the primary email address.

**AICTE File Number**: This defaults to 'NEW' if you are applying for **new institute**, If you are applying for **Extension Approval** Remove NEW and Enter AICTE File Number.

**Website:** Enter Institute Website's URL. Ex: www.institutename.com

**Do you Wish to change Institute Name?:** Click in this check box if u want to change Institute name.

**Please Enter New Institute Name**: Enter New institute name. Make sure to enter this if you click the above check box.

**Do you wish to change Institute Site Address:** Click in this check box if you wish to change Institute Site Address.

**Please Enter New Institute Site Address:** Enter New Institute Site Address**.**

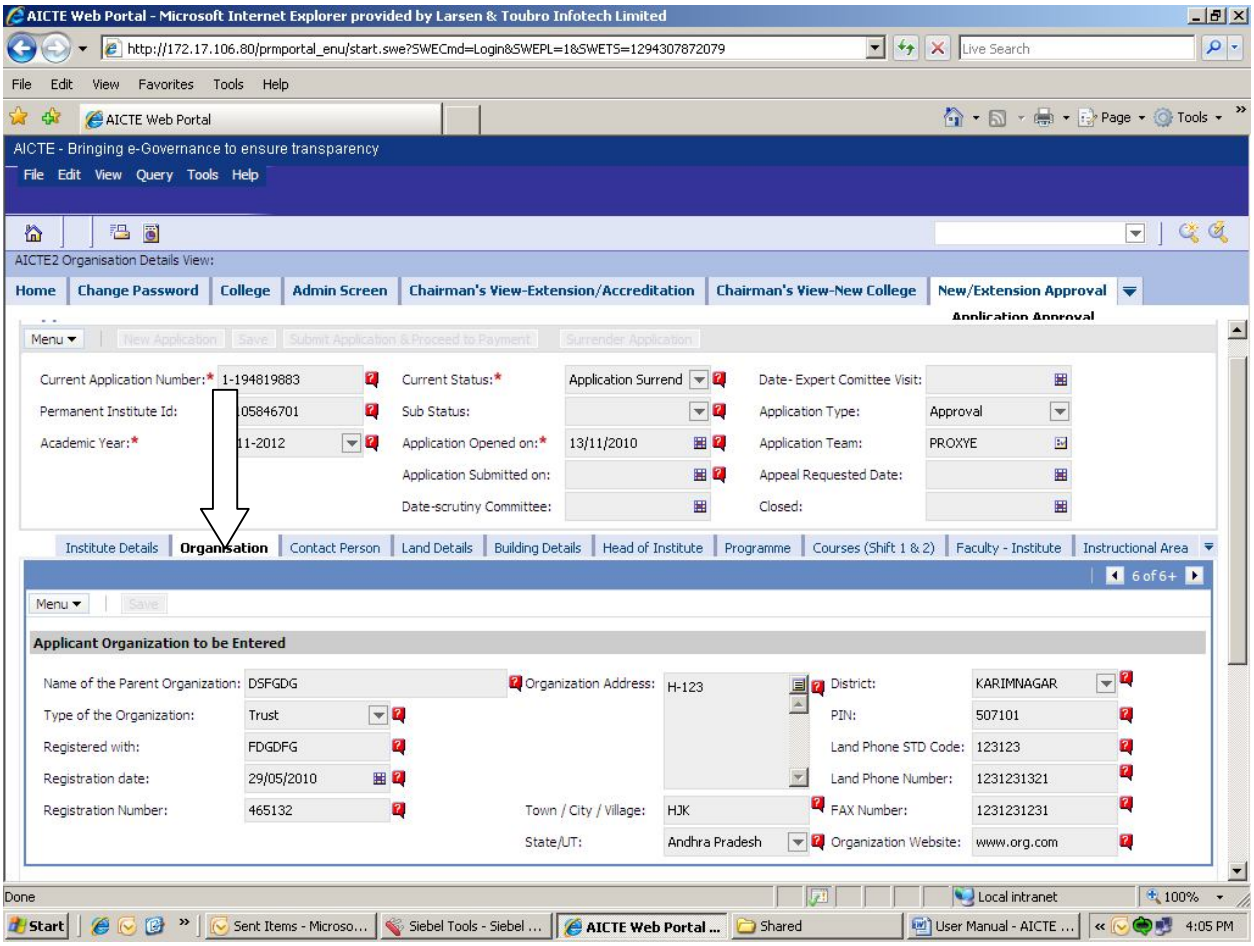
**If Technical Campus is in same plot of Land:** Click in this check box if technical campus is in same plot of land.

**Name of New Technical Campus:** Enter New Technical Campus Name.

Click on "Save" button to save the record.

## Organization

Click **'Organization'** Tab




Fill in all the Details:

**Name of the Parent Organization**: Enter full Name of the Organization.

**Type of the Organization**: Select a value from the dropdown depending on the Type of your organization. Values are:

1. Trust: If the organization is a Trust.

2. Society : If the organization is a Society
3. Government. : If the organization is a Government owned
4. PPP:
5. University Managed : If the organization is university Managed
6. Sector 25 Company:

**Registered with**: Enter registration Details.

**Registration Date**: Enter the Date of Registration.

**Registration Number:** Enter Registration Number.

**Organization Address:** Enter Address of the Organization.

**Town/City/Village:** Enter Name of Town or City or village of the Organization.

**State/UT:** Select State or Union Territory from the Dropdown Values.

**District:** Select District from the dropdown after selecting the State.

**PIN:** Enter 6 Digit Pin code.

**Land Phone STD Code:** Enter STD Code. It should not be more than 6 digits.

**Land Phone Number:** Enter Land Phone Number of the Institute which contains 5 to 10 digits.

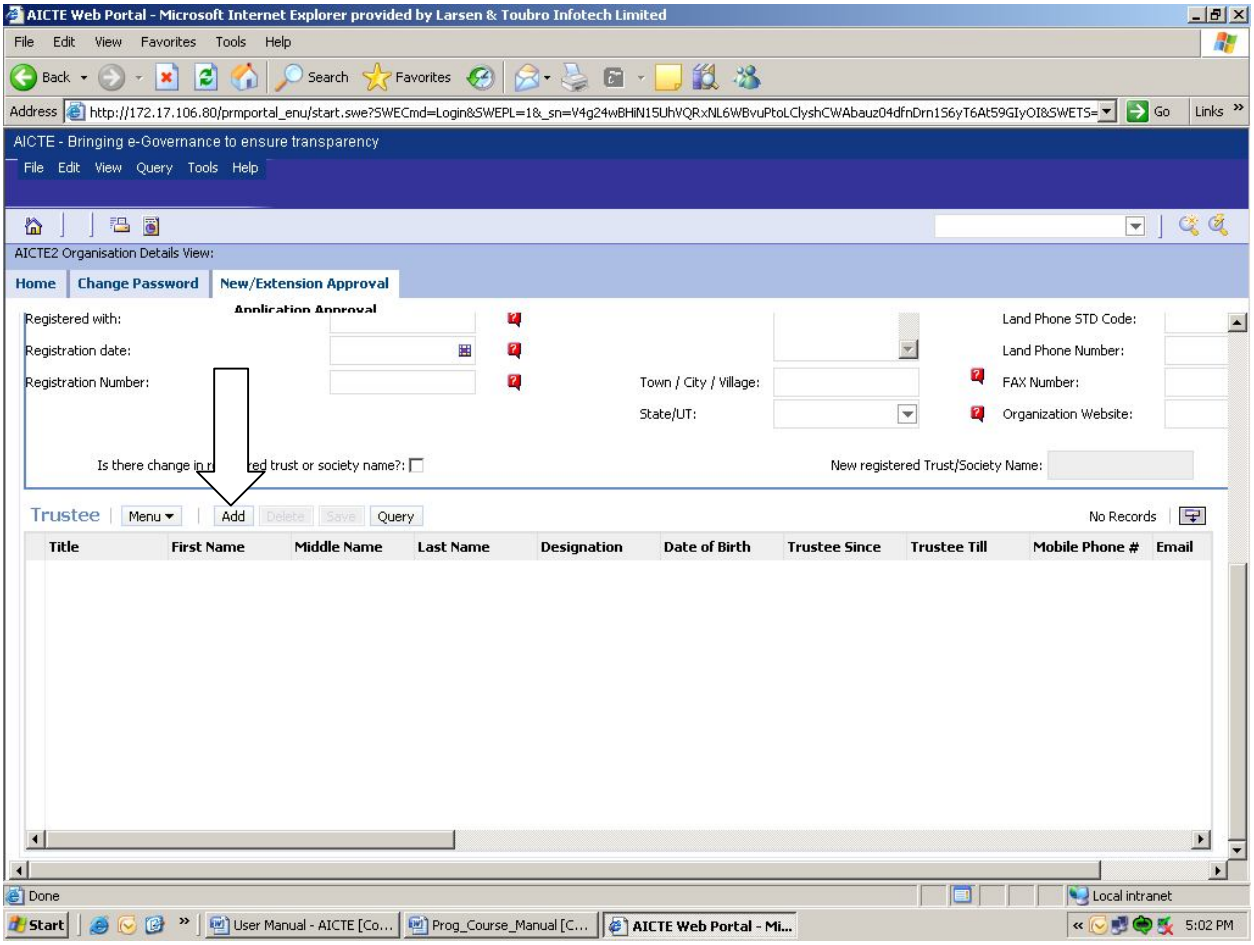
**FAX Number:** Enter 5 to 10 digit FAX Number.

**Organization website:** Enter URL of the Website (ex: www.organization.com)

Click on “Save” button to save the record.

## Trustee

**Trustee:** To add Trustee Details. Click "Add" button




**Title:** select a value form the options

**First Name:** Enter First name of the trustee

**Middle Name:** Enter Middle name of the trustee

**Last Name:** Enter Last name of the trustee

**Designation**: Select appropriate Designation of the Trustee

**Date of Birth**: Enter Date of Birth of trustee

**Trustee Since**: Enter Date since he/she was acting as Trustee for the Organization

**Trustee Till:** Enter Date till He/she will be acting as a Trustee for the organization

**Mobile Phone Number**: Enter 10 digit Mobile Phone Number

**STD Code:** Enter STD Code. It should not be more than 6 digits.

**Land Phone Number**: Enter Land Phone Number which contains 5 to 10 digits.

**FAX Number**: Enter 5 to 10 digit FAX Number.

**Email Address**: Enter Valid Email Address of the Trustee Containing "@" and dot(.)

ex: Trustee@yahoo.com

**PAN:** Enter PAN Number

**Profession:** Enter Profession of the Trustee

**Academic Qualification**: Enter Academic qualification of trustee

**Address Line1/Address Line2**: Enter Address

**City/Village:** Enter City/Village of the Trustee

**State:** Select State from the Dropdown

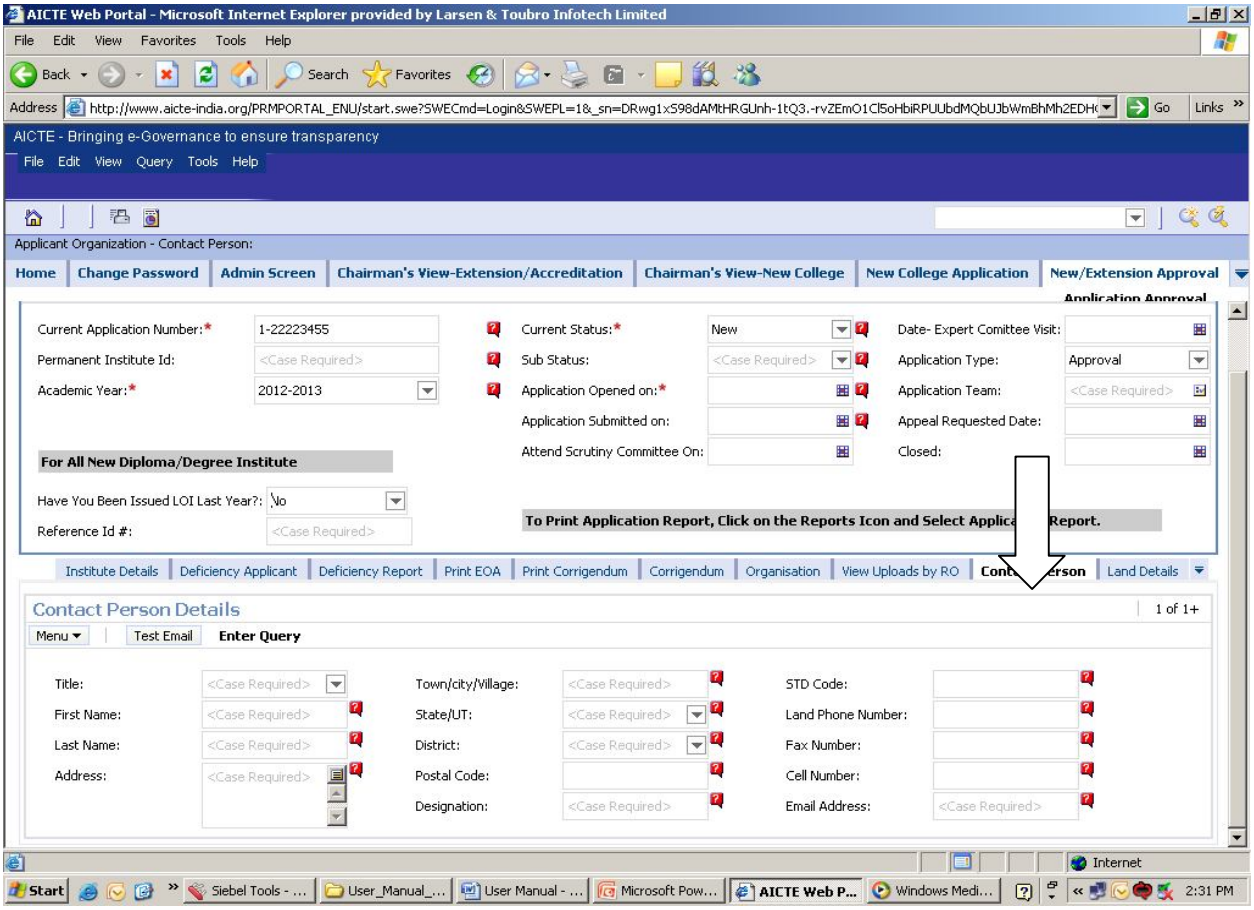
**Postal Code:** Enter 6 Digit Postal Code.

**Country:** Select Country name from the Dropdown

Click on "Save" button to save the record.

## Contact Person

Click on **'Contact Person'** Tab. Please provide **All Information and Correct Information for this since all communication (Email/SMS) will take place with this contact. All Information is Required.**




Provide details for all the fields displayed on the form

**Title:** Select title from the values given

**First Name:** Enter First name of the Person to be contacted for all communication

**Last Name:** Enter Last name of the Person to be contacted for all communication

**Address:** Enter Address of the Contact Person

**Town/City/Village**: Enter Name of Town/City/village

**State/UT:** Select State/UT from the Dropdown Values.

**District:** Select District from the dropdown.

**Postal code**: Enter 6 Digit Pin code.

**Designation:** Enter Designation of the Contact Person

**STD Code:** Enter STD Code. It should not be more than 6 digits.

**Land Phone Number**: Enter Land Phone Number which contains 5 to 10 digits.

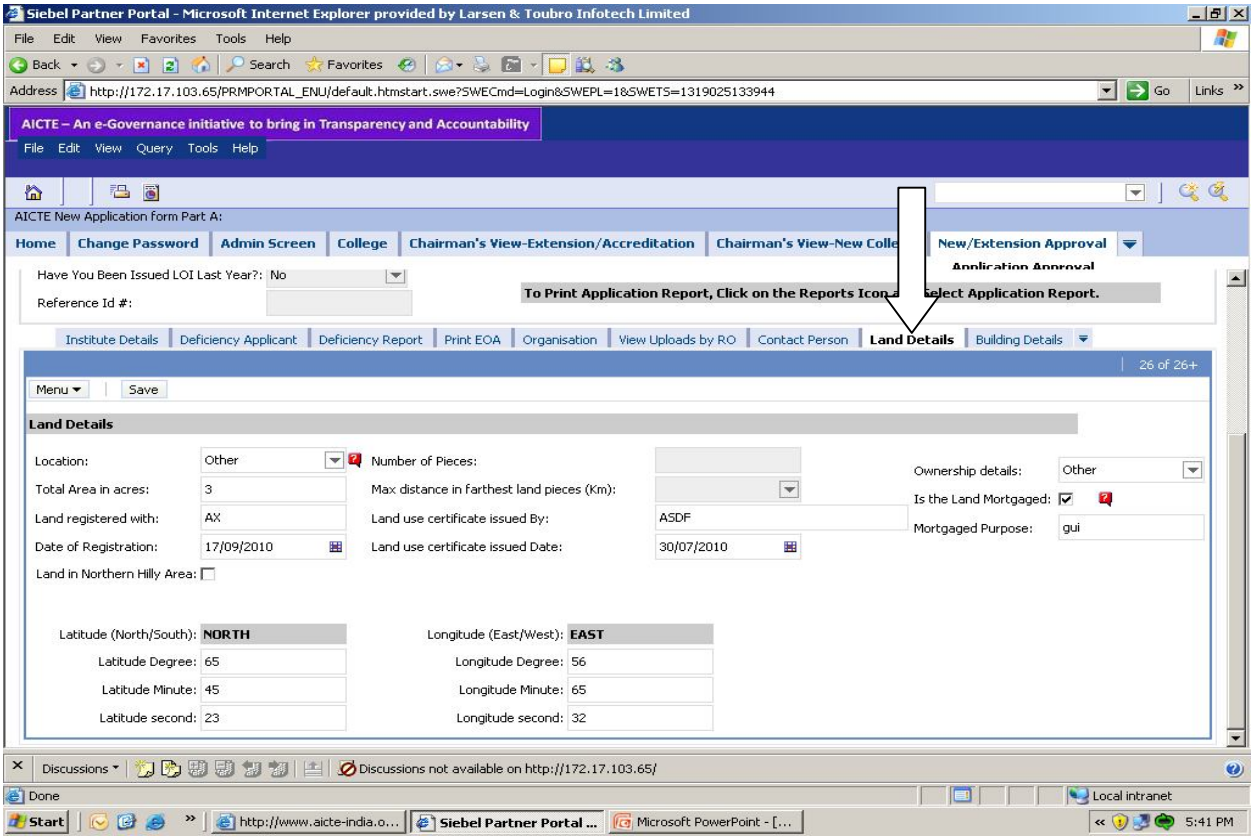
**FAX Number:** Enter 5 to 10 digit FAX Number.

**Cell Number**: Enter valid 10 digit Cell Number. All SMS communication will be sent at this mobile number.

**Email Address**: Enter Valid Email Address ex: Contactperson@yahoo.com

## Land Details

Click the "**Land Details"** Tab and Provide all Land related details




**Location:** Select a Value from the dropdown. Values are:

1. Mega City: Select this if the Land belongs to Metro City
2. Metro City: Select this if the Land belongs to Metro City
3. Other: Select this if Land doesn't belong to any of the above two.

**Total Area in acres:** Enter number of acres of Land(less than 100).

**Land Registered with**: Enter Land Registration Details

**Date of registration:** Enter Date of Registration

**Land in Northern Hilly Area**: Click in this check box if land belongs to northern hilly area

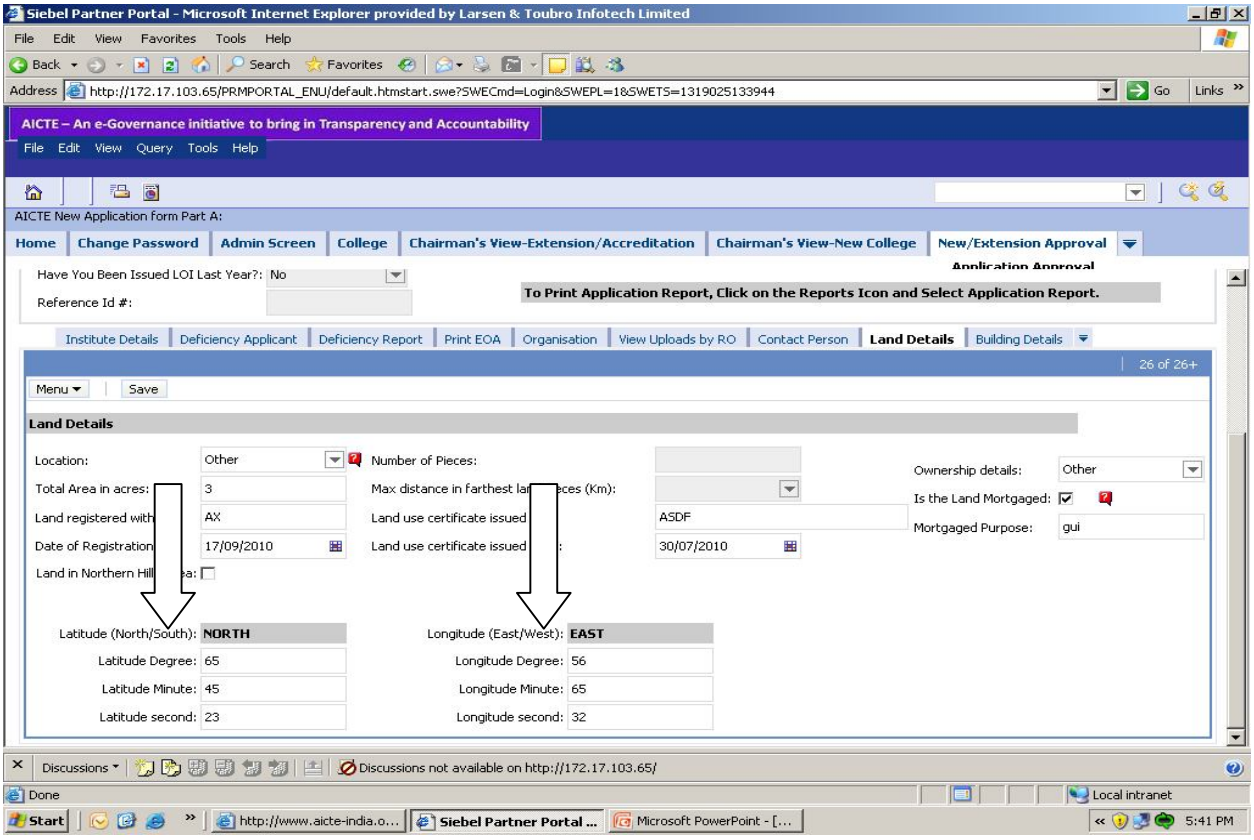
**Number of Pieces**: Enter Number of Pieces of land. This becomes a required field if land belongs to Northern hilly Area

**Max distance in farthest land pieces (Km):** Enter Max distance in farthest land pieces in Kilometers. This is required if Number of Pieces is greater than 1.

**Land use certificate issued By**: Enter Details about Land use Certificate

**Land use certificate issued Date**: Enter Date of certificate issued

**Latitude(North/South) and Longitude(North/South):** Enter Latitude and Longitude details in Degree, Minute and Seconds.Values should be from 0-59 Only.




**Ownership details**: Select a Value from Dropdown. Values are:

1. Gift Deed
2. Government Lease
3. Registered Sale Deed

**Is the Land Mortgaged:** Check in this Check box if Land is mortgaged.

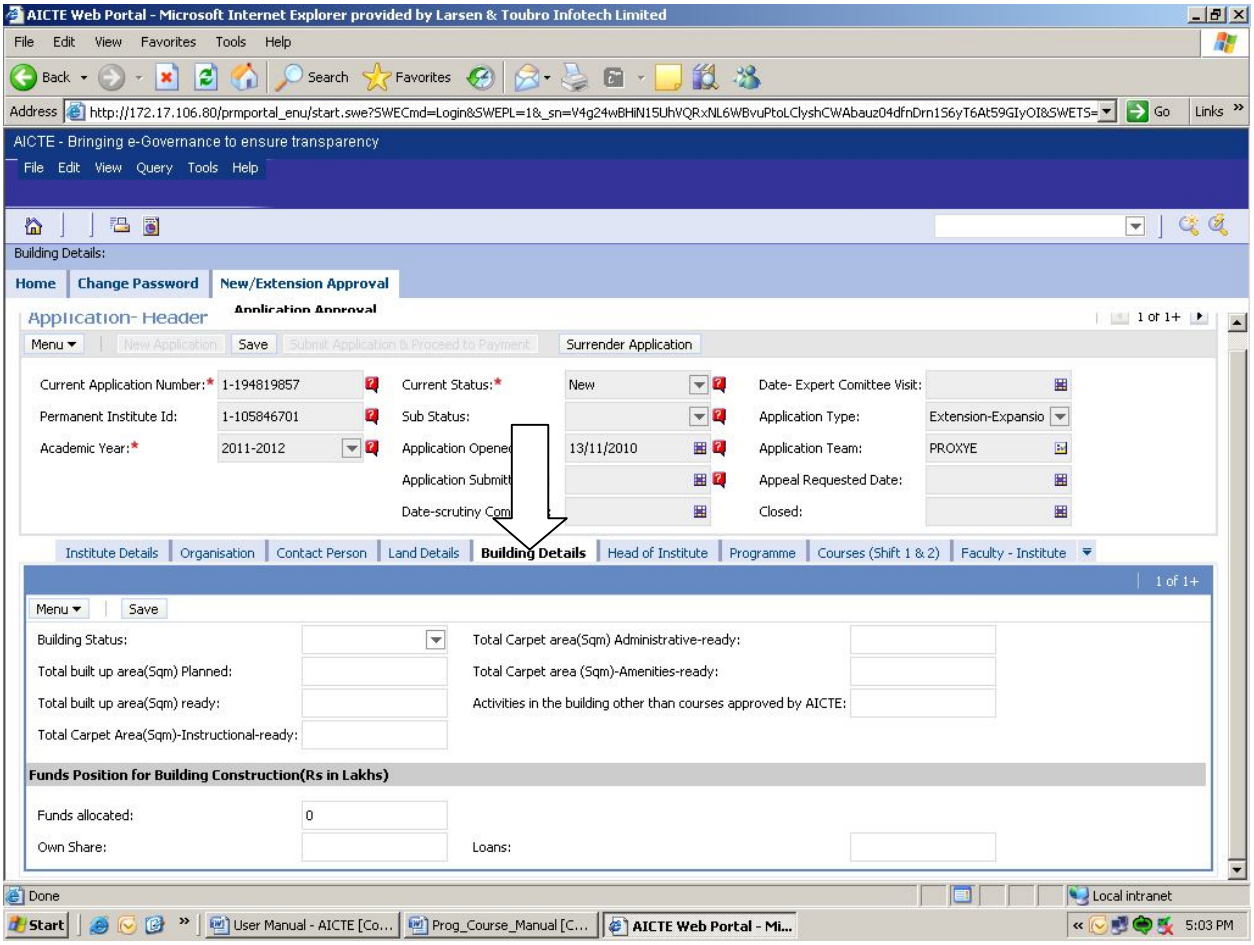
**Mortgaged Purpose**: Give the Purpose for mortgaging. This becomes a required field once the above field (Is the Land Mortgaged) is checked.

Click on “Save” button to save the record.

## Building Details

Click on '**Building Details**' Tab

Provide details for all the fields displayed on the form




**Building status**: Select a value from the dropdown. Values are:

1. Available: If the Building Construction is completed
2. Under Construction: If the Building is Under construction
3. Proposed: If proposal for Constructing the Building is given

**Total built up area (Sqm) Planned**: Enter Planned Total Built up Area in Square meters

**Total built up area (Sqm) ready**: Enter Total Built up Area in Square meters and is Ready

**Total Carpet area (Sqm)-Instructional-ready**: Enter Instructional Carpet Area in Square meters

**Total Carpet area(Sqm)-Administrative-ready**: Enter Administrative Carpet Area in Square mts

**Total Carpet area (Sqm)-Amenities-ready**: Enter Amenities Carpet Area in Square meters

**Activities in the building other than courses approved by AICTE:** Enter Activities other than courses approved by AICTE

**Funds Allocated:** Enter the amount of Funds allocated in rupees.

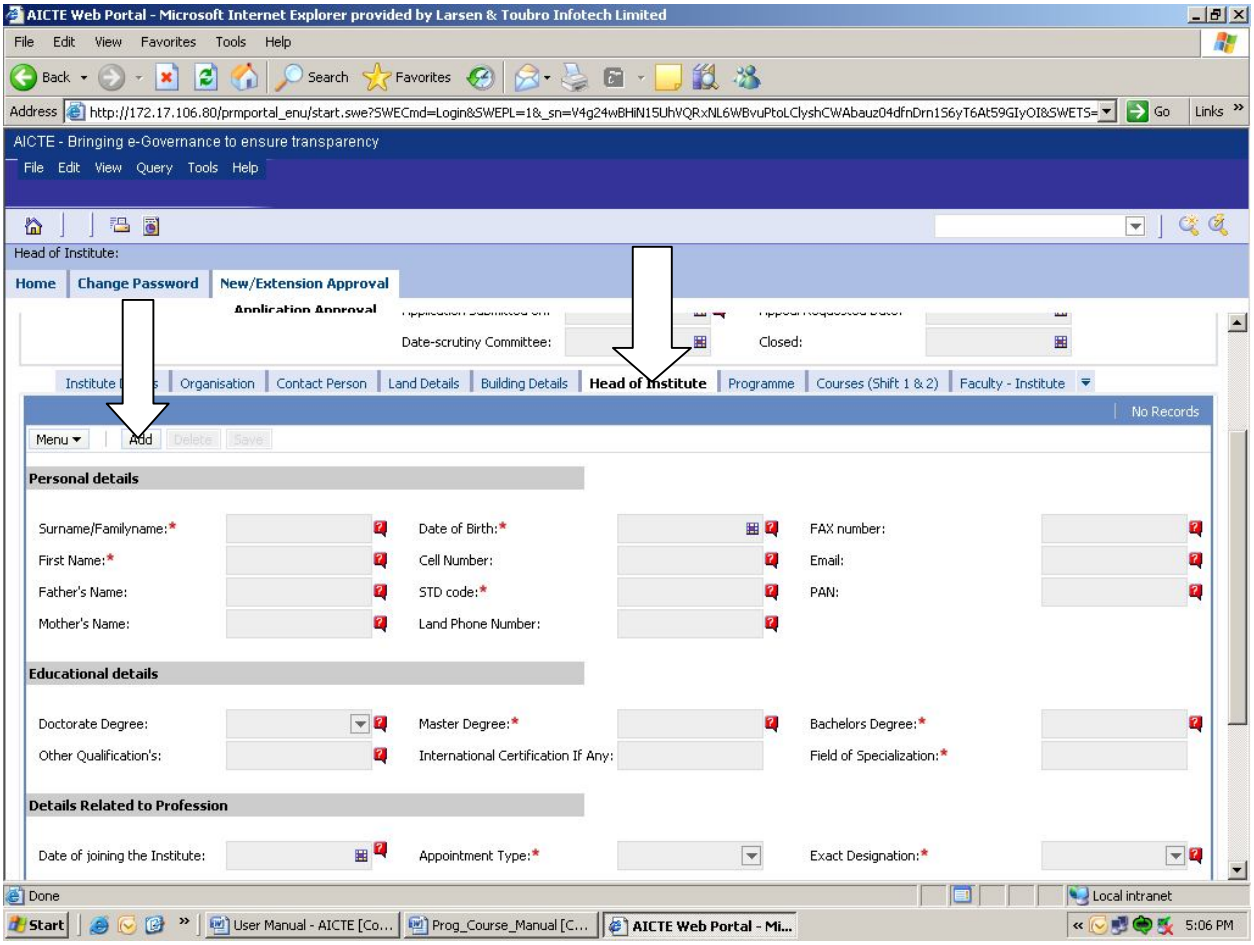
**Loans:** Enter the Amount of Loans taken.

**Own Share**: Enter the amount of own Share.

Click on “Save” button to save the record.

## Head of Institute

Click on **'Head of Institute'** Tab




Click on the Add Button and fill all the details of Head of Institute.

**Enter Personal details:**

**Surname/Family name**: Enter Surname of Head of institute.

**First Name:** Enter First name of Head of institute.

**Father's Name:** Enter Father's name of Head of institute.

**Mother's Name:** Enter Mother's name of Head of institute.

**Date of Birth**: Enter date of Birth

**Cell Number**: Enter valid 10 digit Cell Number

**STD code**: Enter valid STD Code not more than 6 digits

**Land Phone Number**: Enter Land phone Number of 5 to 10 digits

**FAX number**: Enter valid 10 digit FAX Number

**Email:** Enter Valid Email Address of the Trustee Containing "@" and dot(.)

ex: name@yahoo.com

**PAN no.** : Enter PAN Number

**Enter Educational Details:**

**Doctorate Degree**: Enter details about Doctorate Degree

**Master Degree**: Enter details about Master's Degree

**Bachelors Degree**: Enter details about Bachelor's Degree

**Other Qualification's**: Enter Details about any other relevant Qualifications

**International Certification If Any:** Enter Details about International certifications if any

**Field of Specialization**: Enter Field of Specialization

**Enter Profession details:**

**Date of joining the Institute**: Enter Date of joining the Institute as Head of Institute

**Appointment Type:** Select a value from the Dropdown

**Exact Designation:** Select a value from the dropdown.

**Enter Work experience details:**

**Teaching Experience (Years):** Enter Teaching experience in Years

**Research Experience (Years):** Enter Research experience in Years

**Industry Experience (Years):** Enter Industry experience (total work experience) in Years

**Enter Other details:**

**Research Projects Guided – UG**: Enter Number of UG Projects Guided

**Research Projects Guided - PG**: Enter Number of PG Projects Guided

**Research Projects Guided – PhD**: Enter Number of PhD Projects Guided

**Number of Books Published:** Enter Number of books Published

**Papers Published - National Level**: Enter No. of Papers Published at National Level

**Papers Published - International Level:** Enter No. of Papers Published at International Level

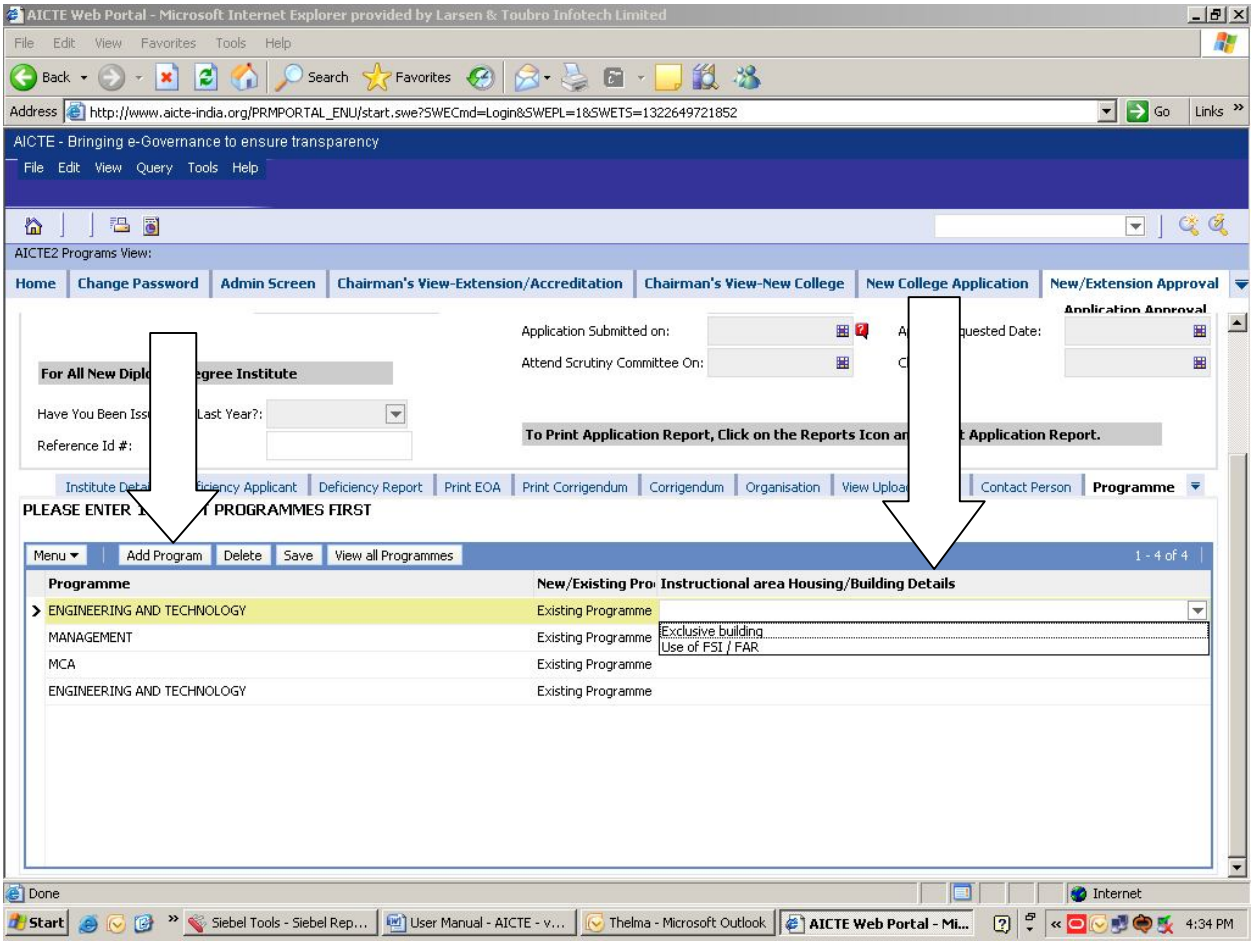
Click on “Save” button to save the record.

## Programme

Click on ***Programme*** Tab

Enter all details related to the Programmes in the fields of the list.

Click on the '**New**' button to add Programmes.




**Please Add 1st Shift Programmes first.**

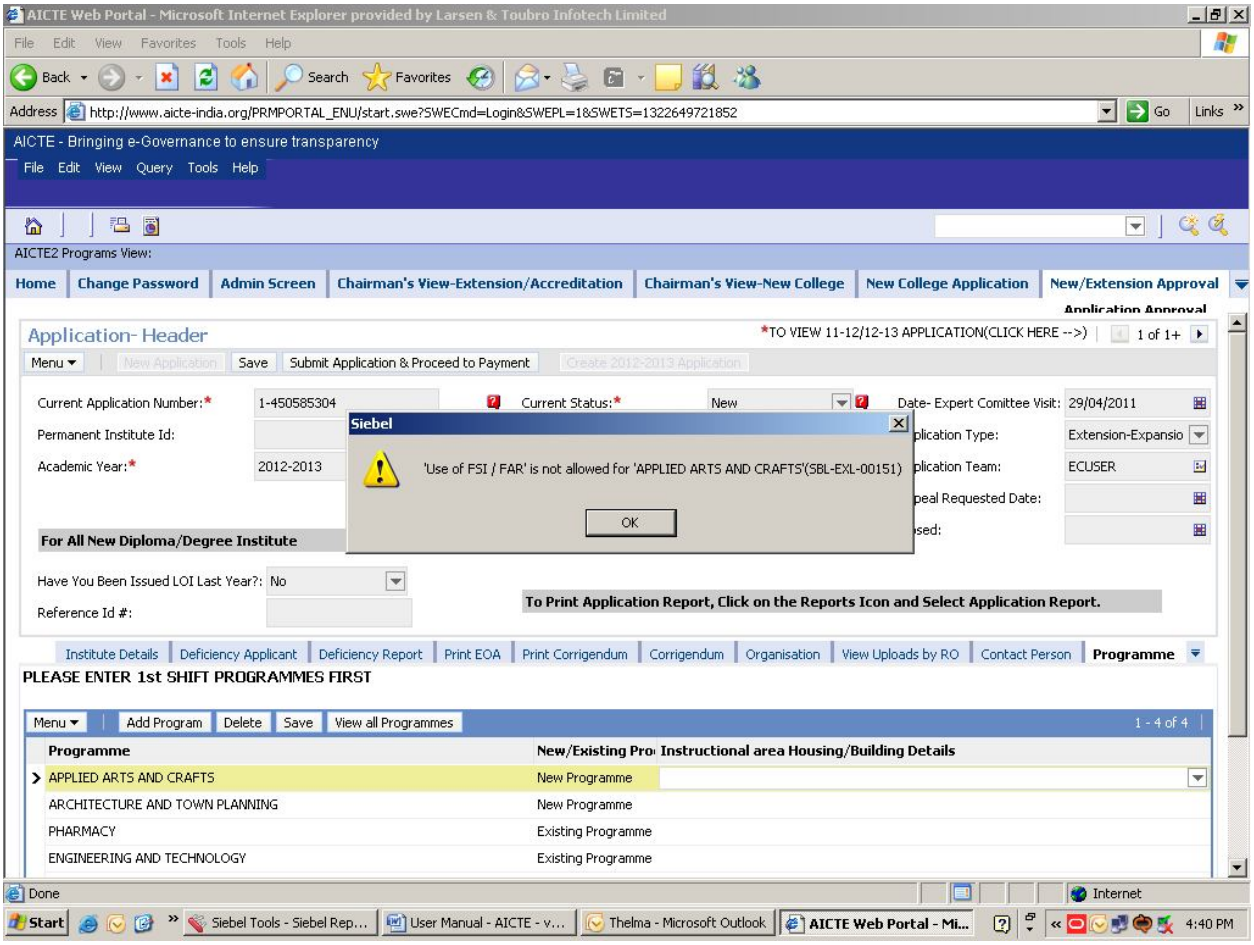
**Programme**: Select the Programme to be added from the dropdown.

**New/Existing Programme**: Select whether the programme is new or existing to the Institution.

**Instructional Area Housing/Building Details**: Select "**Exclusive Building**" option if programme is:

**ENGINEERING AND TECHNOLOGY** or **APPLIED ARTS AND CRAFTS** or **PHARMACY** or **HOTEL MANAGEMENT AND CATERING** or **ARCHITECTURE AND TOWN PLANNING**.

"Use of FSI/FAR" is not allowed for the above programs.




**Note**:

1. Values other than the one given in the dropdowns will not be accepted.
2. Programme cannot be duplicated.

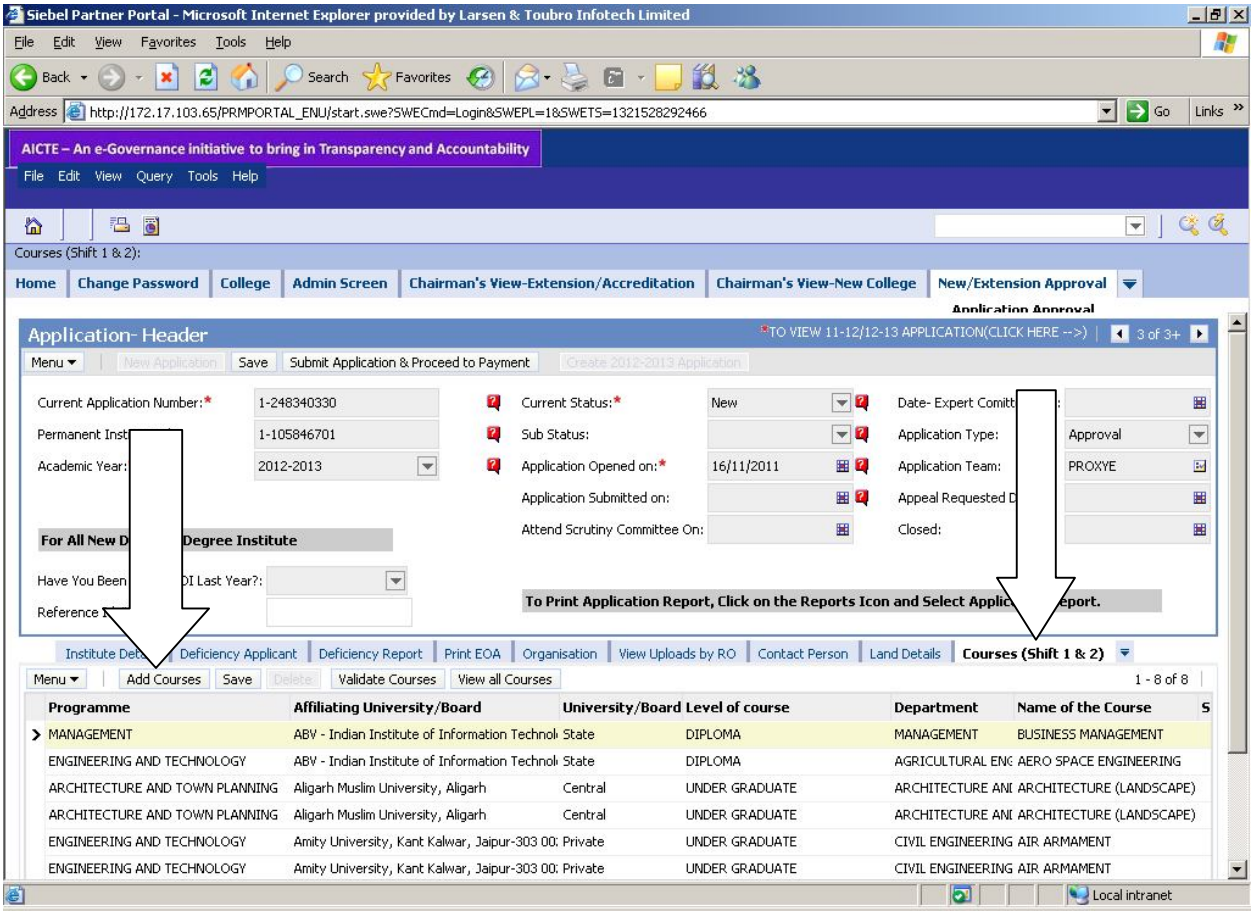
The '**View all Programme**' button on the Programs Tab, is for viewing all programs added for the institute.

## Courses (Shift 1 & 2)

Click '***Courses (Shift 1 & 2)***' Tab

Enter all details related to the Courses in the fields of the list.

Click on "**Add Courses**" button to add courses.




**Programme**: Select the programme from the dropdown.

**Affiliating University/Board**: Select the University Name from the dropdown.

**University/Board Type**: Automatically gets the type corresponding to the type of selected University/Board.

**Level of course**: Select the Level of the programme from the dropdown.

**Department**: Select the department of the course from the dropdown.

**Name of the Course**: Select the name of the Course from the dropdown.

**Note: If any Course name is not found user has to call AICTE-HELP DESK**

**Shift**: Select the shift from the dropdown.

**Foreign Collaboration**: Check whether the Institution has any foreign collaboration associated with the Course.

**Affiliating Foreign Body**: Enter the name of the Affiliating Foreign body (if any).

**Approved Intake 11-12**: Enter the Approved no. of students for the academic year 10-11.

**Course Duration(CD):** Select duration of the course from the dropdown.

**Year Started:** Select starting year of the course from the dropdown.

**Full Time/Part Time**: Select whether the course is Full Time or part Time from the dropdown.

**Accreditation Status**: Select the accreditation status for the course from the dropdown.

**Approved Intake 10-11**: Enter the Approved no. of students for the academic year 09-10.

**Approved Intake 09-10**: Enter the Approved no. of students for the academic year 08-09.

**Approved Intake 08-09**: Enter the Approved no. of students for the academic year 07-08.

**Approved Intake 07-08**: Enter the Approved no. of students for the academic year 06-07.

**Intake Applied for 12-13**: Enter the Applied no. of students for the academic year 11-12.

**Priority**: Enter the Priority no. for the Course

**Application**: Type of Course(set according to the Approved Intake 10-11 & Intake Applied for 11-12 values).

**NRI**: Select the NRI status for the course from the dropdown.

**PIO**: Select the PIO status for the course from the dropdown.

**Annual Fees Approved for 10-11**: Enter the annual approved for the previous academic year for that course.

**Number of Faculty**: Enter the number of faculty appointed for the previous academic year for that course.

**State/Govt Recommendation**: Select the State Government recommendation Status for the course from the dropdown.

**Univ/Board Recommendation**: Select the University recommendation Status for the course from the dropdown.

**No. of Students Admitted in 11-12**: Enter the no. of students admitted in 11-12 session.

**Note**:

1. The *Programme* to be selected should be present in the programmes tab, or else it shows error.
2. *Department* and *Name of Course* are dependent on the programme field. Depending on the value of the *Programme* field the dropdown values of *Department* & *Courses* will change.
3. If *Foreign Collaboration* checkbox is checked, then *Affiliating Foreign Body* becomes mandatory.
4. *Approved Intake 12-13*, by default has the value '0'(zero). Once its value is changed, the *Year Started* becomes mandatory.
5. If *Approved Intake 11-12* is less than *Intake Applied for 12-13*, then *Priority* becomes mandatory.
6. Both *Approved Intake 11-12* and *Intake Applied for 12-13*, cannot be '0' (zero).
7. *Application* is not to be filled by user.
8. If *Approved Intake 11-12 = Intake Applied for 12-13*, then *Application* has the value '***EoA Only***'.
9. If *Approved Intake 11-12 < Intake Applied for 12-13*, then *Application* has the value '***EoA & Increase in intake***'.

10. If *Approved Intake 11-12* > *Intake Applied for 12-13*, then *Application* has the value '***EoA with Closure of Div***'.

11. If *Approved Intake 11-12* = '0' and *Intake Applied for 12-13* ≠ '0', then *Application* has the value '***Application for new course***'.

12. If *Approved Intake 11-12* ≠ '0' and *Intake Applied for 12-13* = '0', then *Application* has the value '***Closure of course***'.

13. For 1st Shift, in Non-Accredited Courses, only 2 increases in division are allowed; whereas for Accredited courses, 3 increases in division is allowed provided the accredited course gets 2 increase in division.

14. For 2nd shift courses, Accreditation is not available so for PG and Diploma 2 increases in divisions are allowed and for UG only 1 increase in division is allowed.

15. For Management and MCA courses, only PG levels are allowed.

16. Priority for new course or increase in intake should be given as 1 to 3 as applicable for 1 or 2 or 3 increases in division. Priorities cannot be duplicated.

17. For any new program, Year Started should be 2012 and Approved Intake 11-12, Approved Intake 10-11, Approved Intake 09-10, Approved Intake 08-09 and Approved Intake 07-08 should be zero(0).

18. No of Students Admitted in 11-12 should be same as Approved Intake 11-12.

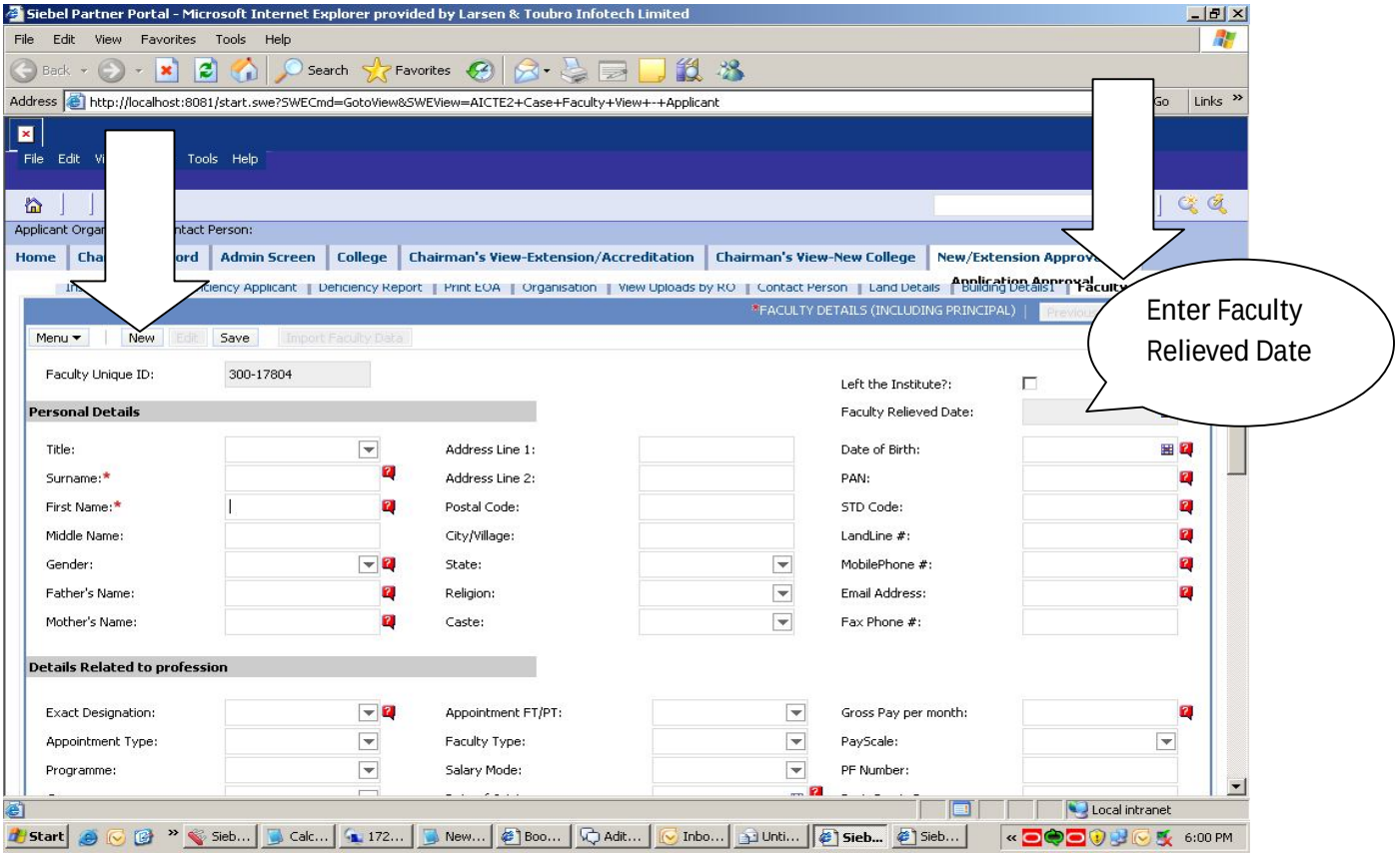
The '**Validate Course**' button on the Courses Tab, is for checking all the courses with the validations as specified by AICTE. Please continue validating the courses till you see the message as "Course validations done. No errors found."

The '**View all Courses**' button on the Courses Tab, is for viewing all courses added for the institute.

## Faculty

Click on "**Faculty-Institute**" Tab.

Click on "**New**" button to Enter details of the faculty.




**Faculty Unique ID**: System Generates a Unique id for the faculty.

**Left the Institute**: Click this check box if the faculty left Institute.

**Faculty Relieved Date**: Enter Date when faculty left the institute.

**Enter Personal Details:**

**Title:** Select title from the values given

**Surname:** Enter Surname of the Faculty

**First Name:** Enter First name of the faculty.

**Middle Name:** Enter Middle name of the Faculty

**Gender:** Select Gender from the Dropdown

**Father's Name:** Enter father's name of the Faculty

**Mother's Name**: Enter Mother's name of the faculty

**Address Line 1/Address Line 2**: Enter Address

**Postal Code:** Enter 6 digit postal Code

**City/Village:** Enter City/ Village of the Faculty

**State:** Select State from the options

**Religion:** Select Religion from the options

**Caste:** Select Caste from the options

**Left the Institute**: Check the box if faculty leaves the institute.

**Faculty Relieved Date**: Enter the date when the faculty was relieved from job from the institute.

**Date of Birth:** Enter date of birth of faculty

**PAN:** Enter Valid PAN Number

**STD Code:** Enter Valid STD Code not more than 6 digits

**Land Line #:** Enter LandLine Number between 5 to 10 digits

**Mobile Phone #:** Enter Valid 10 digit Mobile Phone Number of Faculty

**Email Address**: Enter Valid Email Address

**Fax Phone #:** Enter 5 to 10 digit FAX Number

**Enter details related to profession:**

**Exact Designation**: Select appropriate Designation of the faculty

**Appointment Type**: Select a Value from the Dropdown. Values are:

1. Regular / Approved
2. Adhoc/Contract
3. Incharge

**Programme:** Select programme from the options

**Course:** Select a course from the options after selecting a program

**Appointment FT/PT**: Select Appropriate Option from the Dropdown FT/PT

**Faculty Type**: Select a value from the options

1. UG
2. PG
3. Diploma

**Salary Mode**: Select a Value from the Dropdown. Values are:

1. Cash : If salary to be taken in Cash
2. Cheque : If salary to be taken as Cheque
3. Credit to Bank Account : If Salary to be Credited to Faculty's Bank Account

**Date of Joining**: Enter Date of joining as faculty

**Gross Pay per month:** Enter Gross pay per month in Rupees

**Pay Scale:** Select a Value from the Dropdown

1. Vth Payscale
2. VIth payscale

3. Consolidated

**PF Number**: Enter PF Number

**Basic Pay :** Enter Basic Pay of Faculty in Rupees

**DA %:** Enter DA% of Faculty in Rupees

**HRA in Rs:** Enter House rent allowances of Faculty in Rupees

**Other Allowances in Rs:** Enter Other allowances of Faculty in Rupees

**Enter educational details:**

**Doctorate Degree**: Enter Details about Doctorate Degree

**PG Degree**: Enter Details about Post Graduate Degree

**UG Degree**: Enter details about bachelor's degree

**Other Qualification**: Enter details about any other Relevant Qualifications

**Area of Specialization**: Enter Area of Specialization of faculty

**Enter work experience details:**

**Teaching Experience in Years**: Enter teaching Exp in Years

**Total Work Experience in Years**: Enter Total Work Experience in Years

**Research Experience in Years:** Enter Research Experience in Years

**Enter other details:**

**Bank Account Number:** Enter Bank Account Number

**Bank Name:** Enter Bank Name

**Bank Branch Name**: Enter Bank Branch Name

**IFSC Code**: Enter IFSC Code of the Bank

**National publications**: Enter Number of National Publications

**Patents:** Enter Number of Patents

**No. of PG Projects Guided**: Enter No. of PG Projects Guided

**No. of Doctorate Students Guided:** Enter Number of Doctorate Students Guided

**International publications**: Enter Number of International Publications

**No of books Published:** Enter Number of Books Published

**Is physically handicapped:** Check in this if Faculty is physically handicapped

**FY/Common Subject Teacher?:** Click it if faculty is first year or common subject teacher. This is a read only field if courses are selected in the course field.

**FY/Common Subject:** Make sure to select a value once above check box is clicked. Select a value from the options.

1. Physics
2. Computer science
3. Electrical
4. Electronics
5. Mathematics

**Would you like to work as Expert Member on various committees of AICTE**: Check in this if 'Yes'

**Did you ever applied to AICTE for any grants/assistance:** Click it if 'Yes'

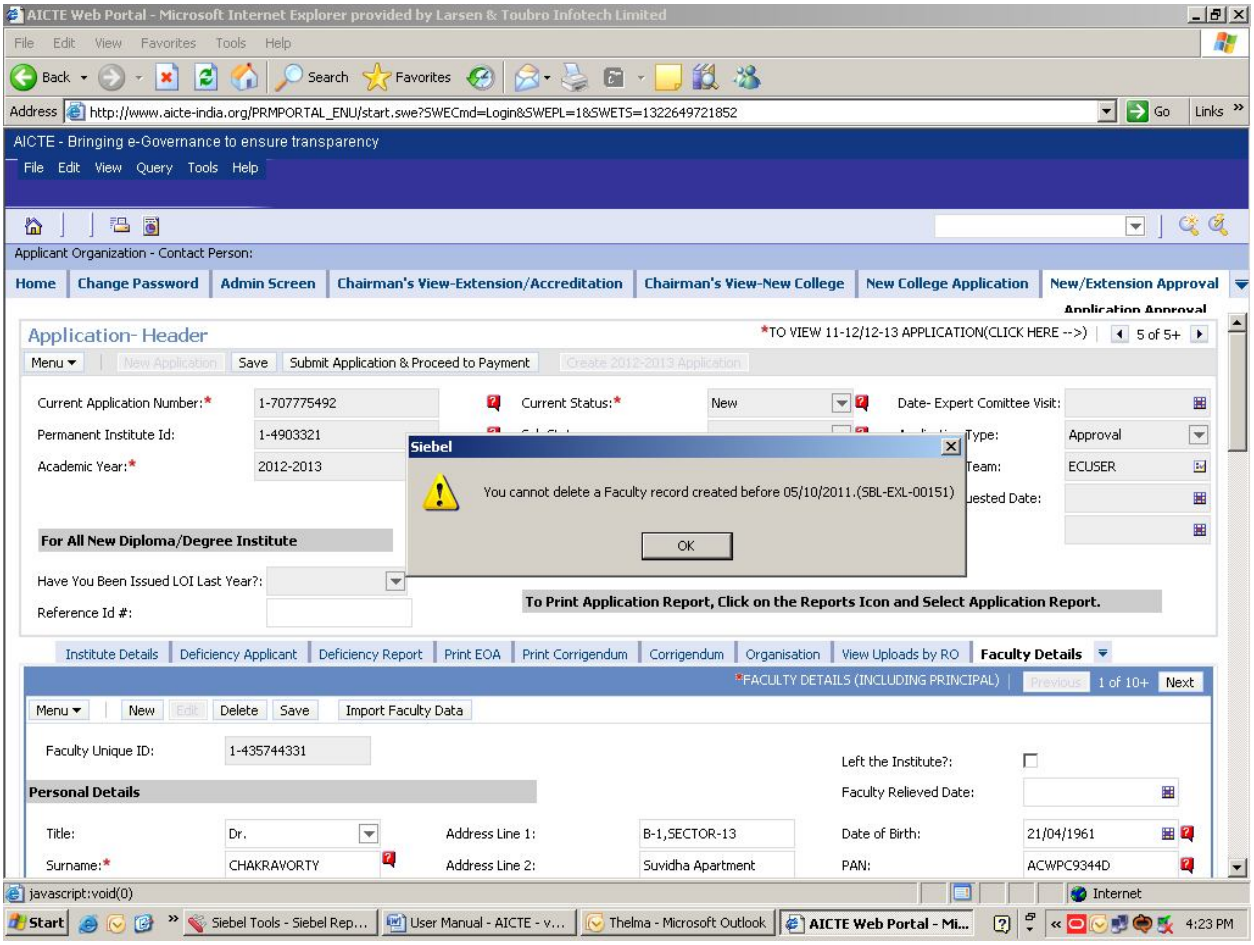
Click on "Save" button to save the record.

Note: Faculty Record Created before 05/10/2011 cannot be deleted.

If Faculty has left the institute click in “Left the Institute” check box.

**Left the Institute**: Click this check box if the faculty left Institute.

**Faculty Relieved Date**: Enter Date when faculty left the institute.

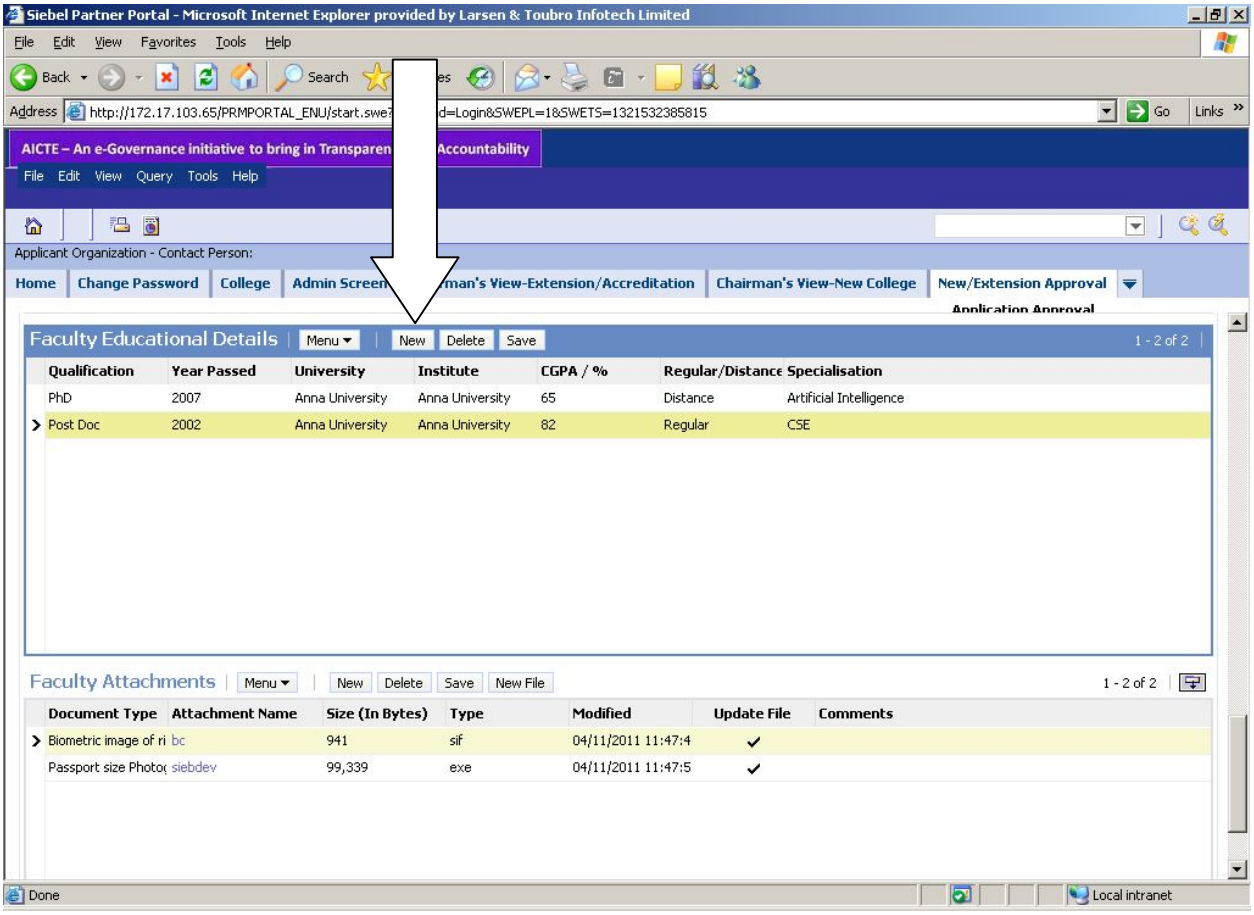



The ‘***Import Faculty Data***’ button on the Faculty Tab, is for importing data from Microsoft Office Excel Sheet to the Application, on a button click. But the rules for entering data should be followed in the sheet itself, or else it will abort the importing action.

The '***Copy Old Faculty Data***' button on the Faculty Tab, is for copying the Faculty data from last year's application and save the records with this year's records. Use this button only if the Institute had applied in the last academic session.

**Enter the Faculty Educational Details**

Click on the "New" button to enter Faculty Educational Details.




**Qualification**: Select a Value from the Options

1. Post Doc
2. PhD
3. Masters
4. Bachelor
5. Diploma

6. Other

**Year Passed**: Select the Year of Pass out of Faculty for respective Qualification from the drop down

**University** : Enter the University in which the Faculty has got qualified

**Institute:** Enter the Institute in which Faculty got qualified

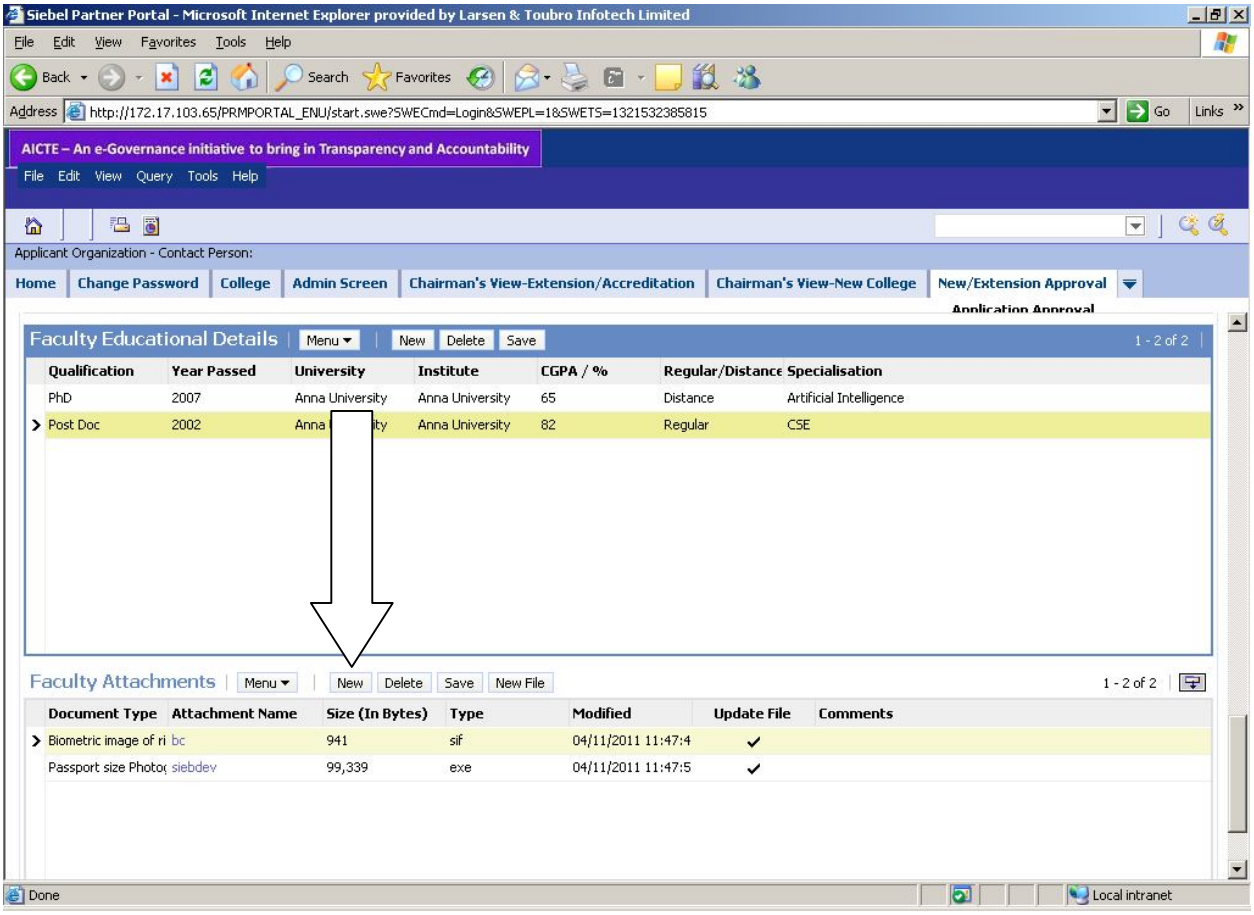
**CGPA %:** Enter the CGPA Percentage of Faculty

**Regular/Distance:** Select either Regular or Distance from the drop down

**Specialisation**: Enter the specialisation

**Attach the Faculty Attachments**

Click on the “New” or “New File” button to attach the documents of Faculty




**Document Type :** Select the Document Type from the drop down

1. Biometric image of right thumb
2. Passport size Photograph

**Attachment Name:** Browse the attachment of Document Type from the Desktop

**Size(In Bytes):** Size of the browsed file is automatically populated

**Type:** Type of the browsed file is automatically populated

**Modified:** Last modified Date and Time of the browsed file is automatically populated

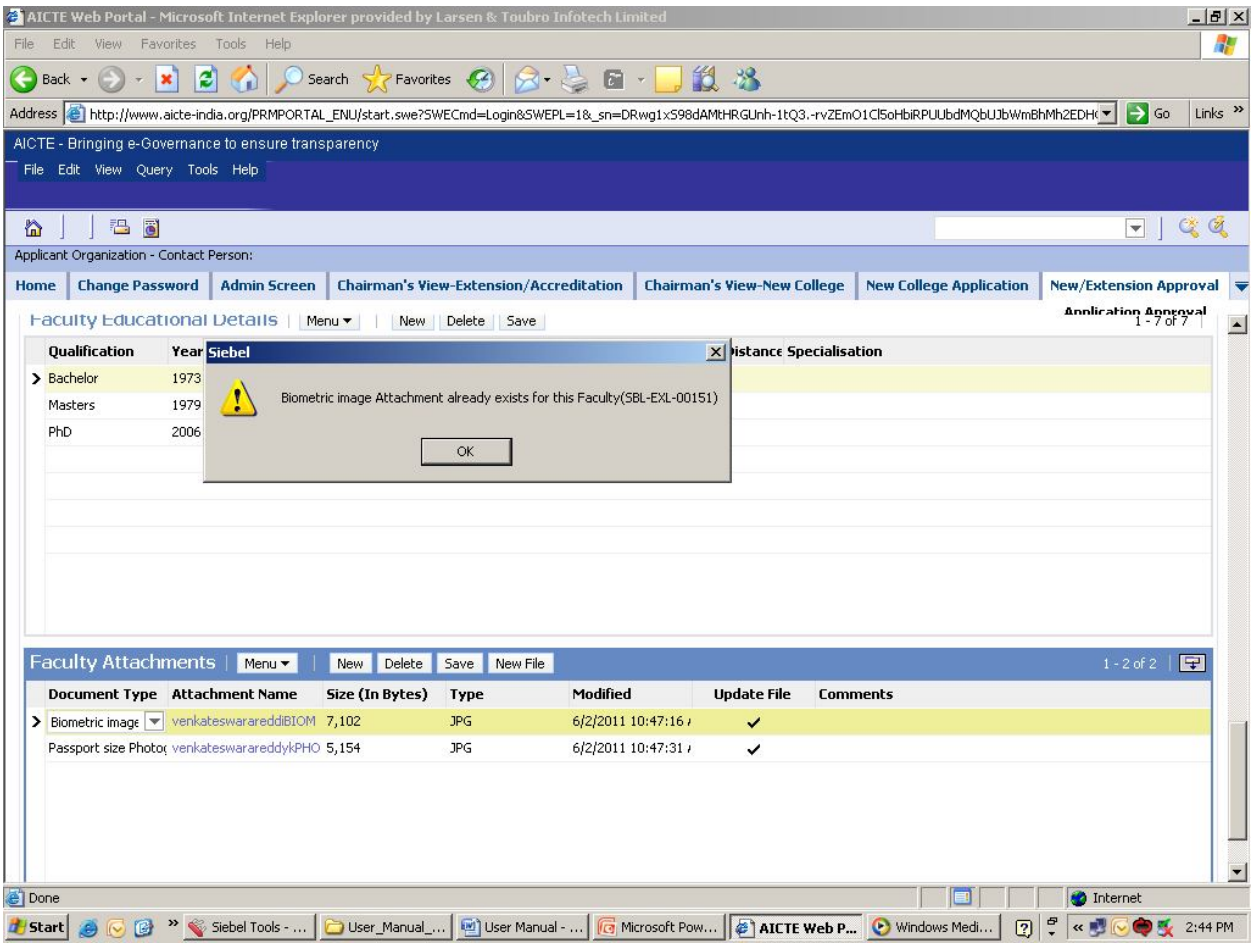
**Update File:** Automatically checked

**Comments:** Enter the comments if necessary

**Faculty Repeat the procedure(Attach the Faculty Attachments) to add all the attachments for the specified**

**Repeat the procedure for all the faculties available in your institute.**

**Note:** Each Faculty should have only one **'Biometric image of right thumb'** and **'Passport size Photograph'.** Following error is thrown if you try to attach the same type of document to the same faculty again.

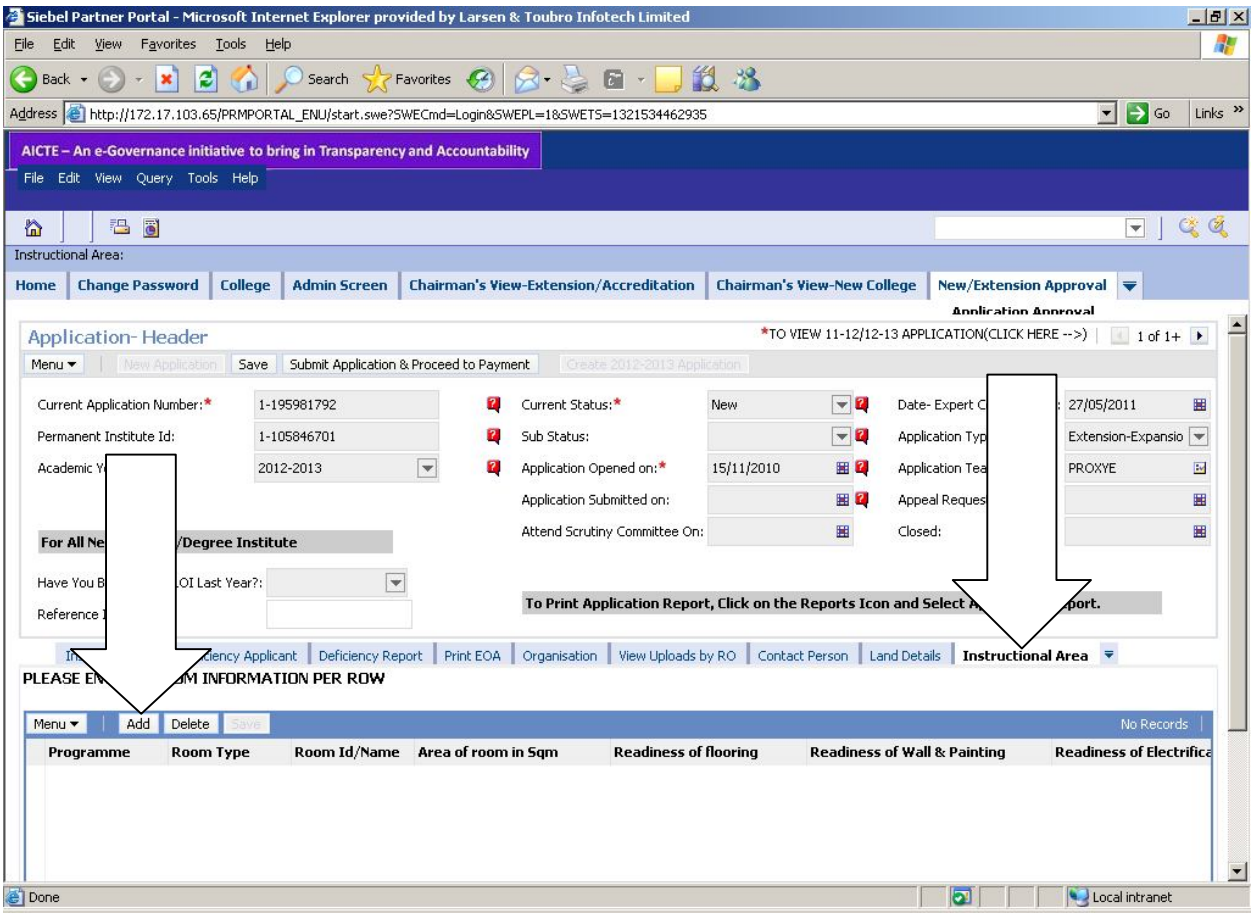



If you want to change the document attached then you can delete the existing document by clicking on 'Delete' button and add new one.

## Instructional Area

Click on "**Instructional Area**" to add Instructional Area details.

To add a record click 'Add' button. **In this form, please Enter one room information per row.**




**Program:** Select a Program from the Dropdown

**Room Type**: Select a value from the Dropdown depending on the room type

**Room Id/Name**: Enter room number.

**Area of Room in Sqm**: Enter area of room in Sqm not more than 7 digits in it.

**Readiness of flooring**: Select a value from the options either Ready or Not Ready

**Readiness of Wall & Painting**: Select a value from the options

**Readiness of Electrification & Lighting**: Select a value from the options

**Readiness of Furniture/Fixtures**: Select a value from the options

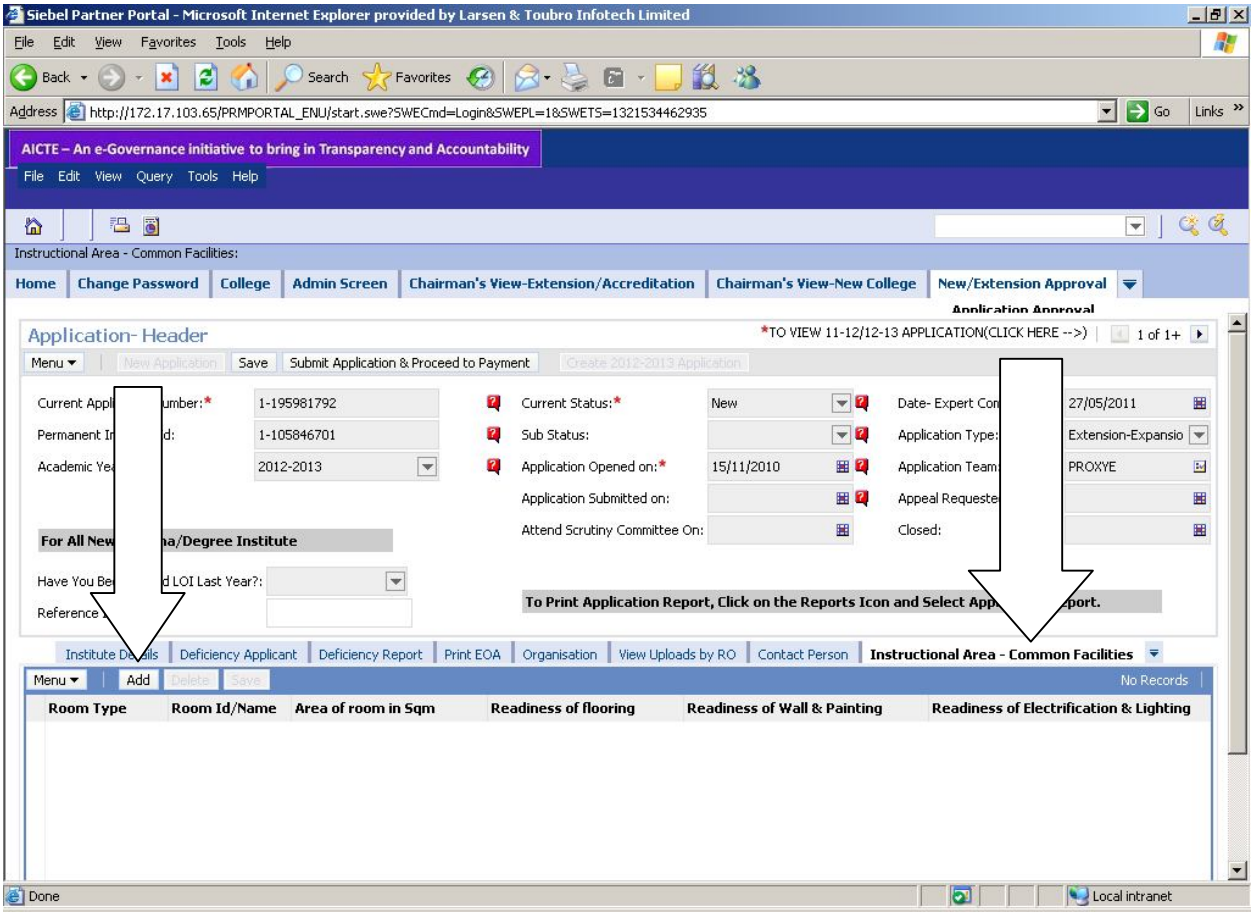
**Air Conditioning:** Select a value from the options

Click “save” button to save the record.

## Instructional Area – Common Facilities

Click on "**Instructional Area – Common facilities**"

To add a record Click "Add" button




**Room Type**: Select a value from the Dropdown depending on the room type

**Room Id/Name**: Enter room number.

**Area of Room in Sqm:** Enter area of room in Sqm not more than 7 digits in it.

**Readiness of flooring**: Select a value from the options either Ready or Not Ready

**Readiness of Wall & Painting**: Select a value from the options

**Readiness of Electrification & Lighting**: Select a value from the options

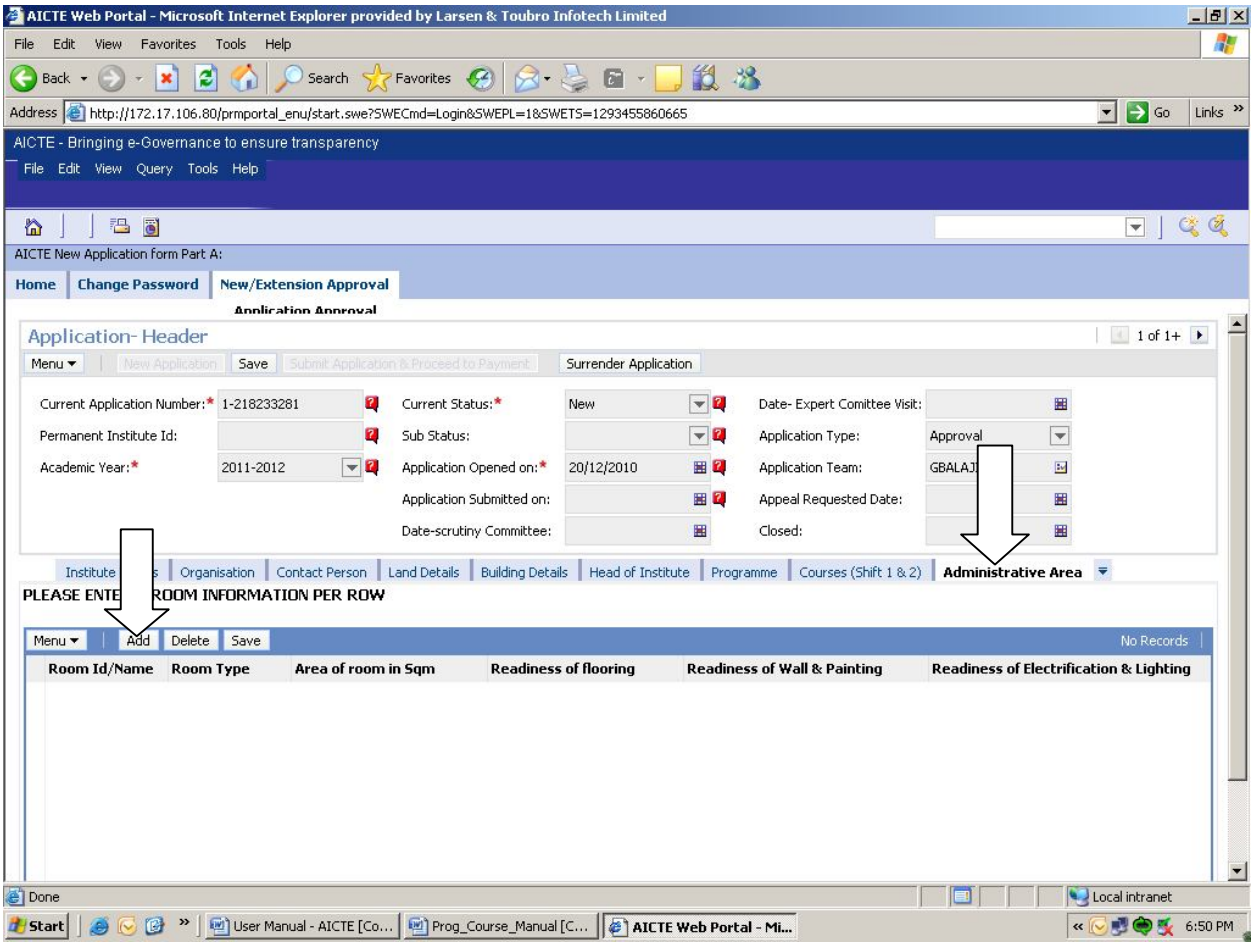
**Readiness of Furniture/Fixtures**: Select a value from the options

**Air Conditioning**: Select a value from the options

## Administrative Area

Click on "**Administrative Area**" and to add a record Click "Add" button

**In this form, please Enter one room information per row.**




**Room Type:** Select a value from the Dropdown depending on the room type

**Room Id/name**: Enter room number containing not more than 6 alpha numeric characters.

**Area of Room in Sqm**: Enter area of room in Sqm not more than 7 digits in it.

**Readiness of flooring**: Select a value from the dropdown either Ready or Not Ready

**Readiness of Wall & Painting**: Select a value from the dropdown

**Readiness of Electricity**: Select a value from the dropdown

**Readiness of Furniture/Fixtures**: Select a value from the dropdown

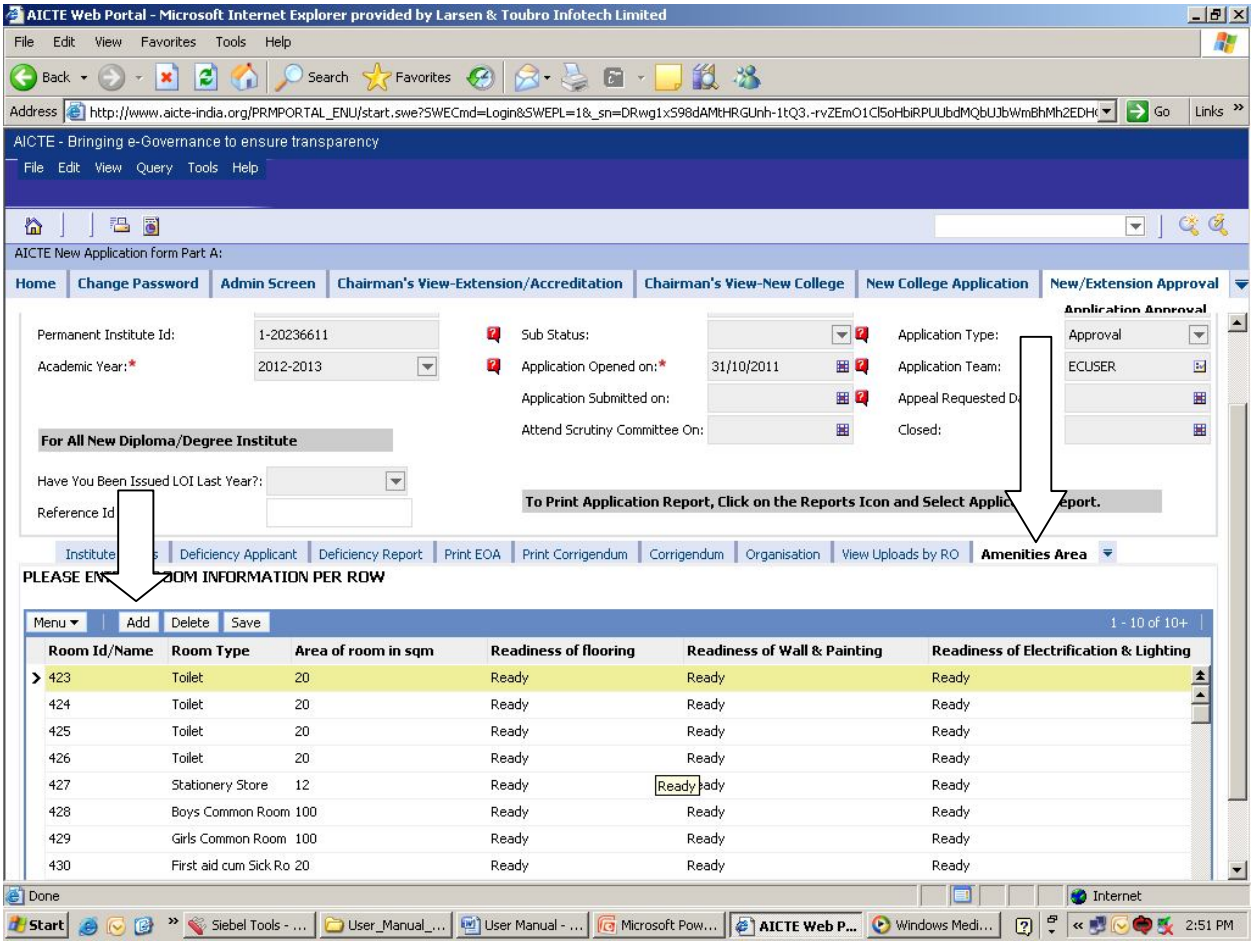
**Air Conditioning**: Select a value from the dropdown

Click “save” button to save the record.

## Amenities Area

Click on "**Amenities Area**" and to add a record Click "Add" button

**In this form, please Enter one room information per row.**




**Room Type**: Select a value from the Dropdown depending on the room type

**Room Id/name**: Enter room number.

**Area of Room in Sqm**: Enter area of room in Sqm.

**Readiness of flooring:** Select a value from the options either Ready or Not Ready

**Readiness of Wall & Painting**: Select a value from the options

**Readiness of Electricity**: Select a value from options

**Readiness of Furniture/Fixtures**: Select a value from the options

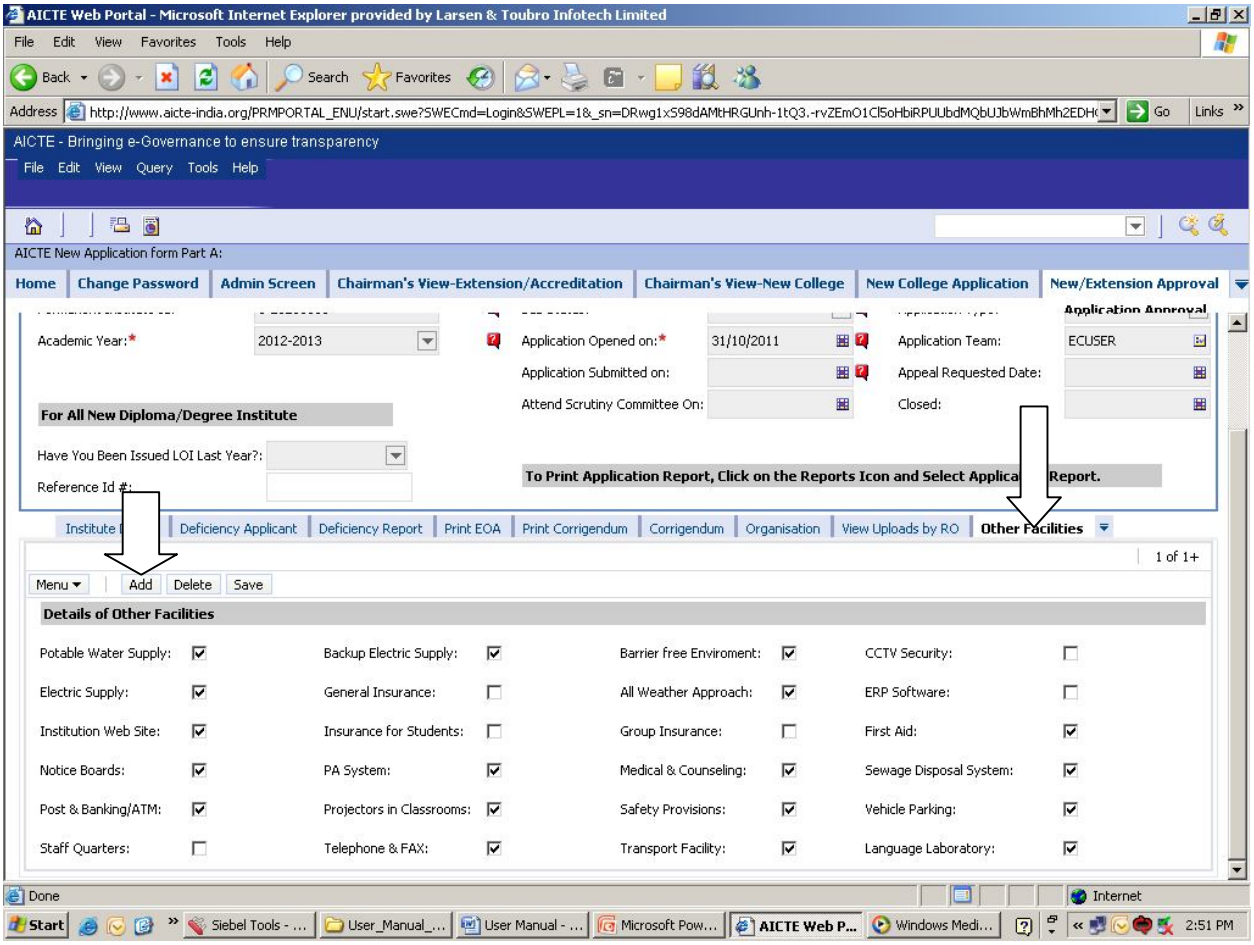
**Air Conditioning:** Select a value from the options

Click “save” button to save the record.

## Other Facilities

Click on "**Other Facilities**" to add details about Facilities in the Institute and to add a record Click "Add" button

**Only One Record is allowed in Other Facilities.**




**Potable Water Supply**: Click if this Facility is available

**Electric Supply**: Click if this Facility is available

**Institution Web Site**: Click if this Facility is available

**Notice Boards**: Click if this Facility is available

**Post & Banking/ATM**: Click if this Facility is available

**Staff Quarters**: Click if this Facility is available

**Backup Electric Supply**: Click if this Facility is available

**General Insurance**: Click if this Facility is available

**Insurance for Students**: Click if this Facility is available

**PA System**: Click if this Facility is available

**Projectors in Classrooms**: Click if this Facility is available

**Telephone & FAX:** Click if this Facility is available

**Barrier free Environment**: Click if this Facility is available

**All Weather Approach**: Click if this Facility is available

**Group Insurance**: Click if this Facility is available

**Medical & Counseling**: Click if this Facility is available

**Safety Provisions**: Click if this Facility is available

**Transport Facility**: Click if this Facility is available

**CCTV Security**: Click if this Facility is available

**ERP Software**: Click if this Facility is available

**First Aid:** Click if this Facility is available

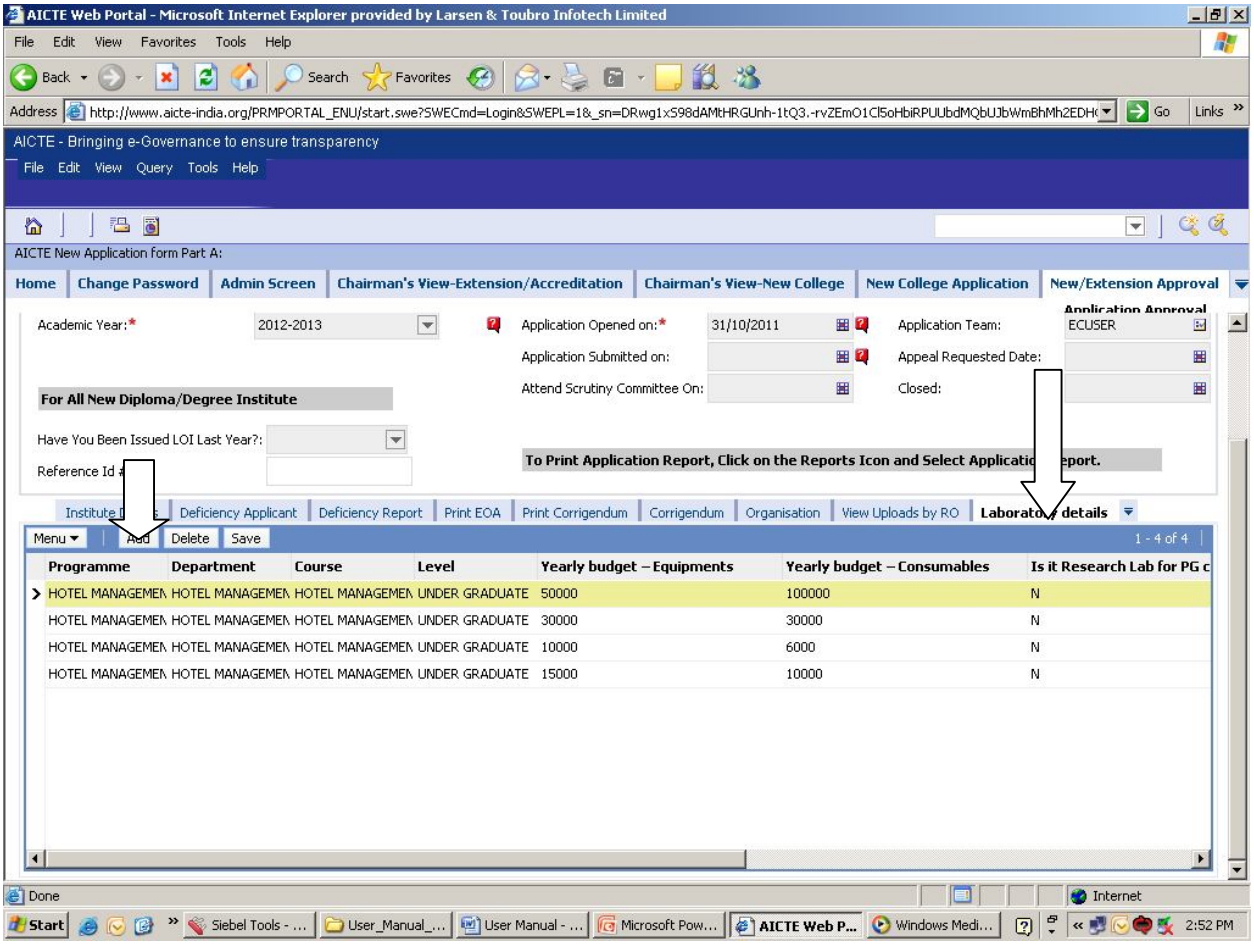
**Sewage Disposal System**: Click if this Facility is available

**Vehicle Parking**: Click if this Facility is available

**Language Laboratory**: Click if this Facility is available. Click “Save” to save the record.

## Laboratory Details

Click on "**Laboratory details**" to add details about Lab Facilities in the Institute and to add a record Click "Add" button




**Program:** Select a Program from the Dropdown

**Department:** After Program is Selected Corresponding departments are available here. Select a department.

**Course:** After Program is Selected Corresponding courses will be available here. Select a Course.

**Level:** Select level from the options

**Yearly Budget-Equipments:** Enter yearly budget Equipments. Value should not contain more than 10 digits

**Yearly Budget-consumables**: Enter yearly budget consumables. Value should not contain more than 10 digits

**Is it Research lab for PG course?** : Click in it if 'Yes'

**Name of the Laboratory**: Enter Name of the Lab.

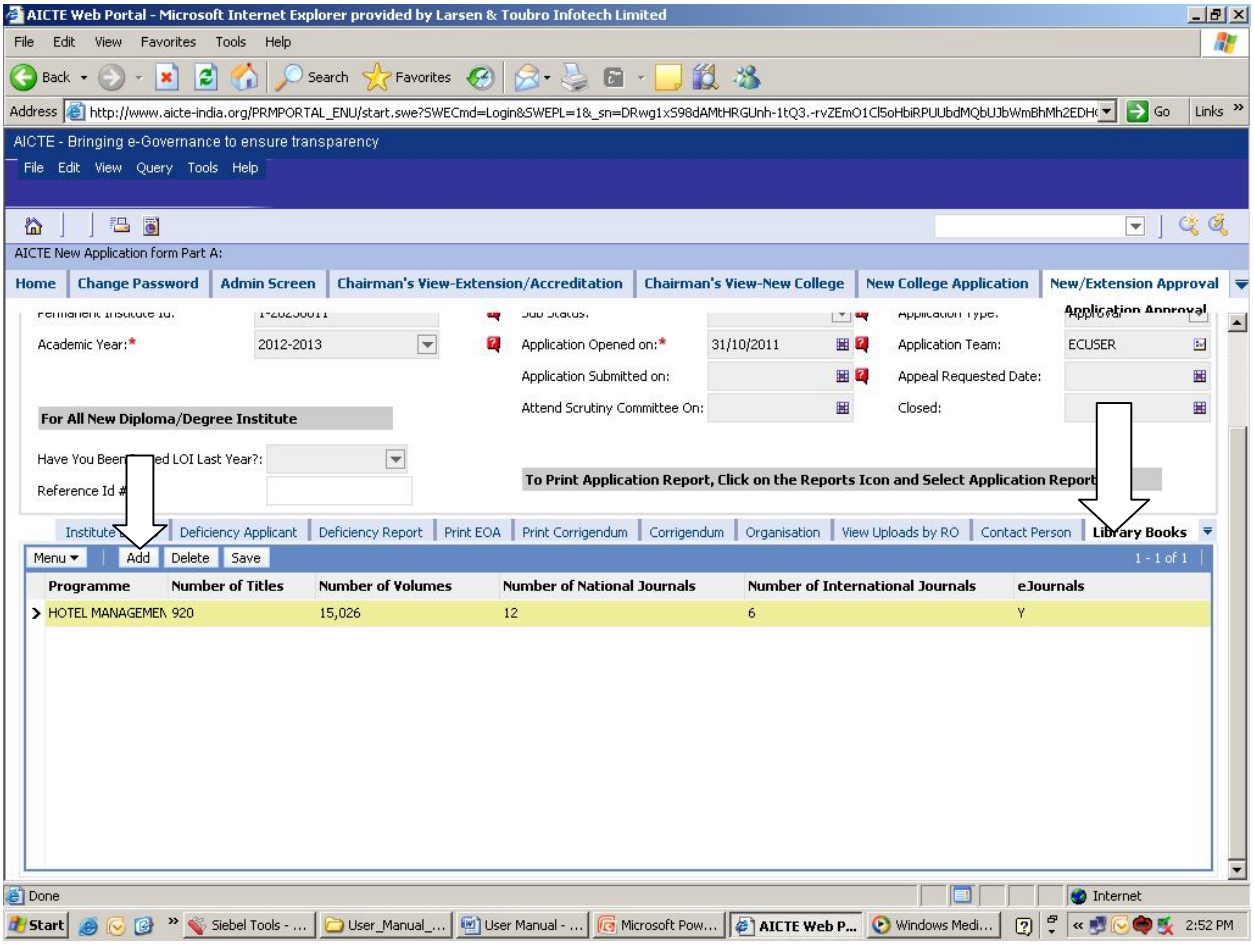
**Lab / Major Equipments**: Enter Details about Lab Equipments

**Investment till Date:** Enter Investment on Lab till date. Value should not contain more than 10 digits

Click "save" button to save the record or go to Menu button for save record option.

## Library Books

Click on "**Library Books**" to Add details about library Books in the Institute Click "Add" button




**Program:** Select a Program from the Dropdown

**Number of Titles**: Enter Number of Titles

**Number of Volumes**: Enter Number of volumes

**Number of National Journals**: Enter Number of National Journals

**Number of International Journals**: Enter Number of International Journals

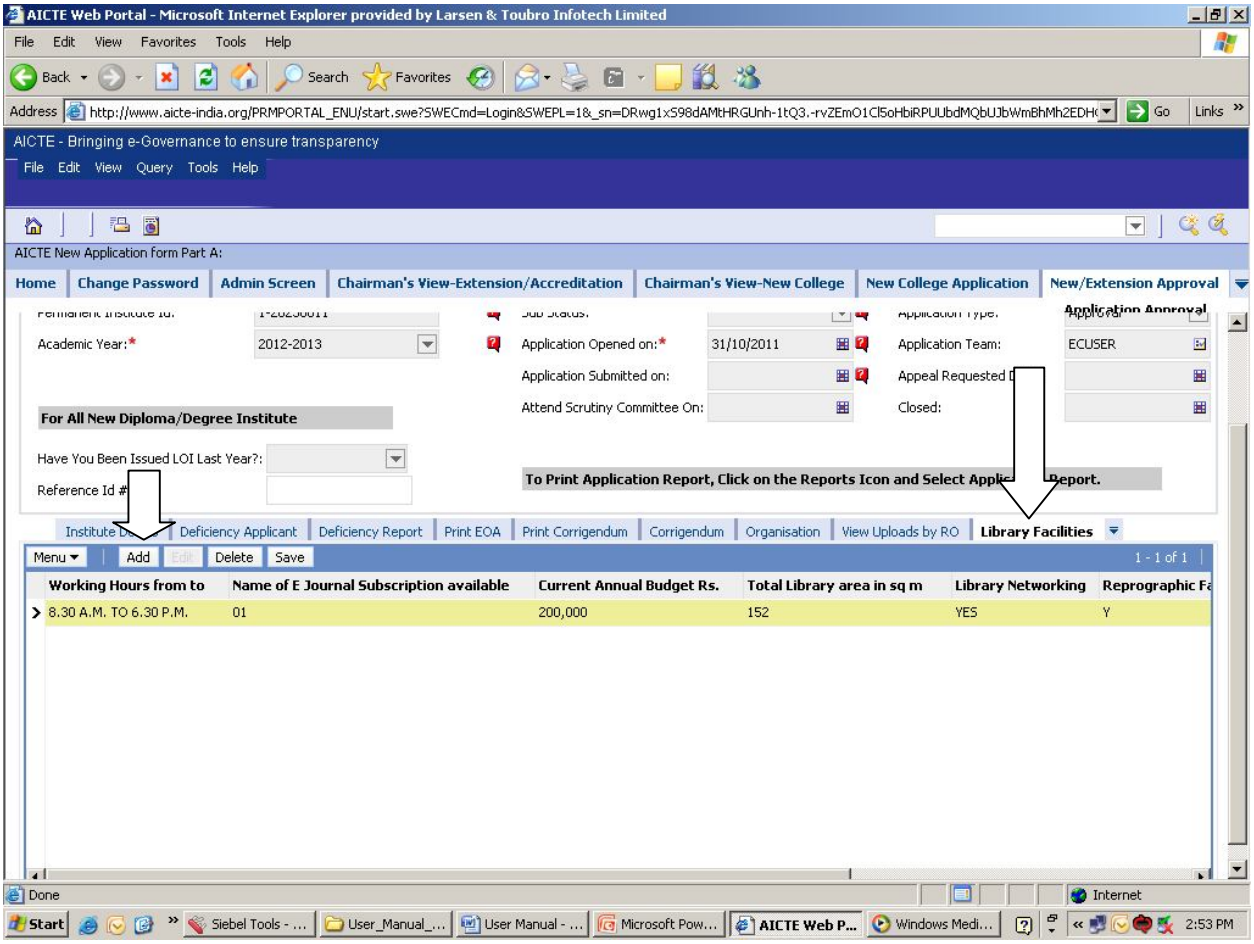
**eJournals:** Check it if e journals are available

Click “save” button to save the record or go to Menu button for save record option.

## Library Facilities

Click on “**Library Facilities**” to Add details about library Facilities in the Institute Click “Add” button

**Only 1 row can be added.**




**Working Hours from to:** Enter working timings of the Library

**Name of E Journal Subscription available**: Enter Name of e Journal Subscription available

**Current annual budget Rs**: Enter Current annual Budget in rupees for Library

**Total Library area in sqm:** Enter total library area in Square meters

**Library Networking**:

**Reprographic Facility**: Click it if 'yes'

**No. of Multimedia PC's**: Enter Number of multimedia Pc's available in the library.

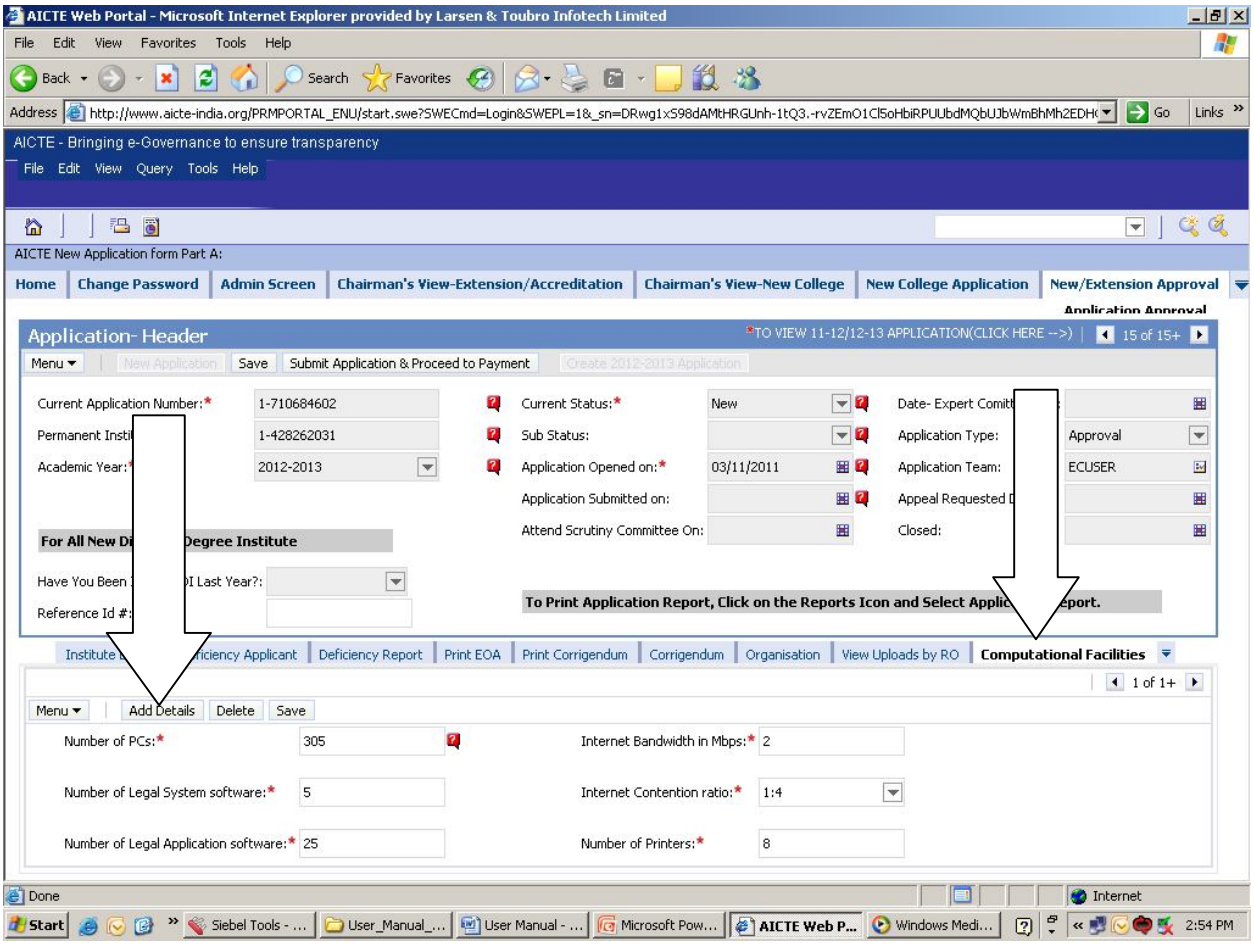
**Reading Room seating capacity**: Enter Reading room seating capacity. Value shouldn't be more than 999.

Click "save" button to save the record.

## Computational Facilities

Click on "**Computational Facilities**" to Add details about Computational Facilities in the Institute
Click "Add Details" button

**Only 1 record can be added**




**Number of PC's**: Enter Number of PC's available for Student use

**Number of Legal System software:** Enter number of Legal System softwares

**Number of Legal application Software:** Enter number of Legal application software

**Internet Bandwidth in Mbps:** Enter internet Bandwidth in Mbps

**Internet Contention Ratio:** Enter Internet Contention Ratio from the Dropdown

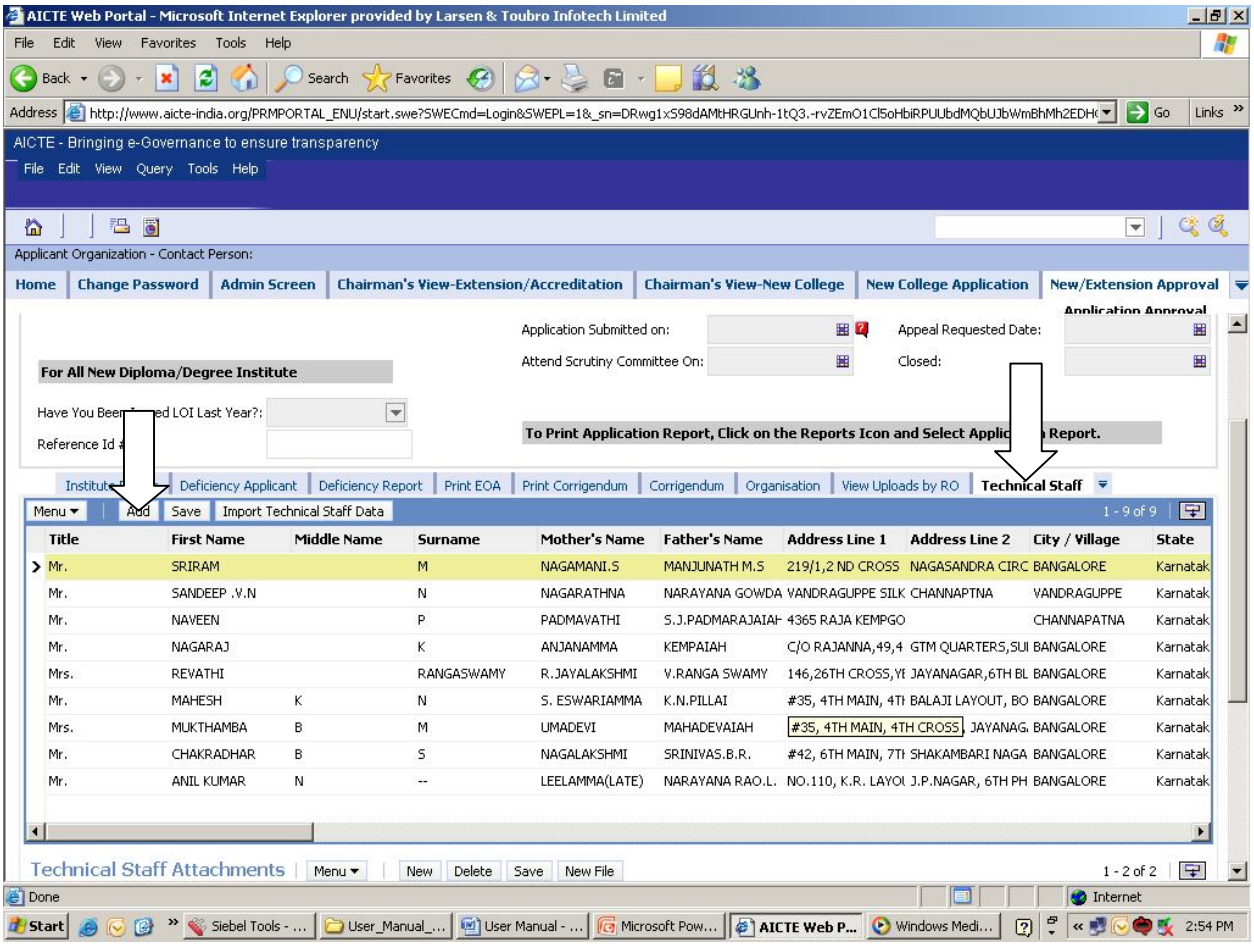
**Number of Printers:** Enter Number of Printers available for use

Click “save” button to save the record.

## Technical Staff

Click on “**Technical Staff**” to Add details about Technical Staff of the Institute

Click “Add” button to add details about Technical staff




**Title:** Select Title from the options

**Surname**: Enter Surname of the technical Staff

**First Name**: Enter First Name of the technical Staff

**Middle Name**: Enter Middle Name of the technical Staff

**Father’s Name**: Enter Father’s name

**Mother's Name**: Enter Mother’s name

**Address Line1 / Address Line2**: Enter Address

**City/Village**: Enter Name of City / Village

**State/UT**: Select State/UT from the Dropdown Values.

**Postal Code**: Enter 6 Digit Pincode.

**Res Phone:** Enter 5 to 8 digit Residence Phone no.

**Mobile Phone #:** Enter 10 Mobile no.

**Date of Birth**: Enter date of Birth

**Program:** Select a Program from the Dropdown

**Course:** After Program is Selected Corresponding courses will be available in courses dropdown. Select a Course.

**Department:** After Program is Selected Corresponding departments are seen. Select department.

**Level:** select level from the values.

**PhD**: Enter Doctorate degree

**Master Degree**: Enter Masters Degree

**Bachelor Degree**: Enter Bachelors Degree

**Diploma**: Enter Diploma Degree

**Other**: Enter Other Degree

**Exact Designation**: Select Exact Designation from a given dropdown

**Appointment type**: Select Appointment Type from a given dropdown

**Date of joining the Institute**: Enter Date of joining the Institute as Staff.

**Position:** Enter Position

**PF Number**: Enter PF Number of the Technical Staff

**Salary Type:** Enter salary type

**Salary Mode:** Select Salary Mode from a dropdown

**Gross pay per Month:** Enter the Gross pay per month

**Bank Name:** Enter the Bank Name

**Bank Account Number**: Enter the bank account no.

**IFSC Code**: Enter the bank IFSC code

**PAN number**: Enter the PAN number

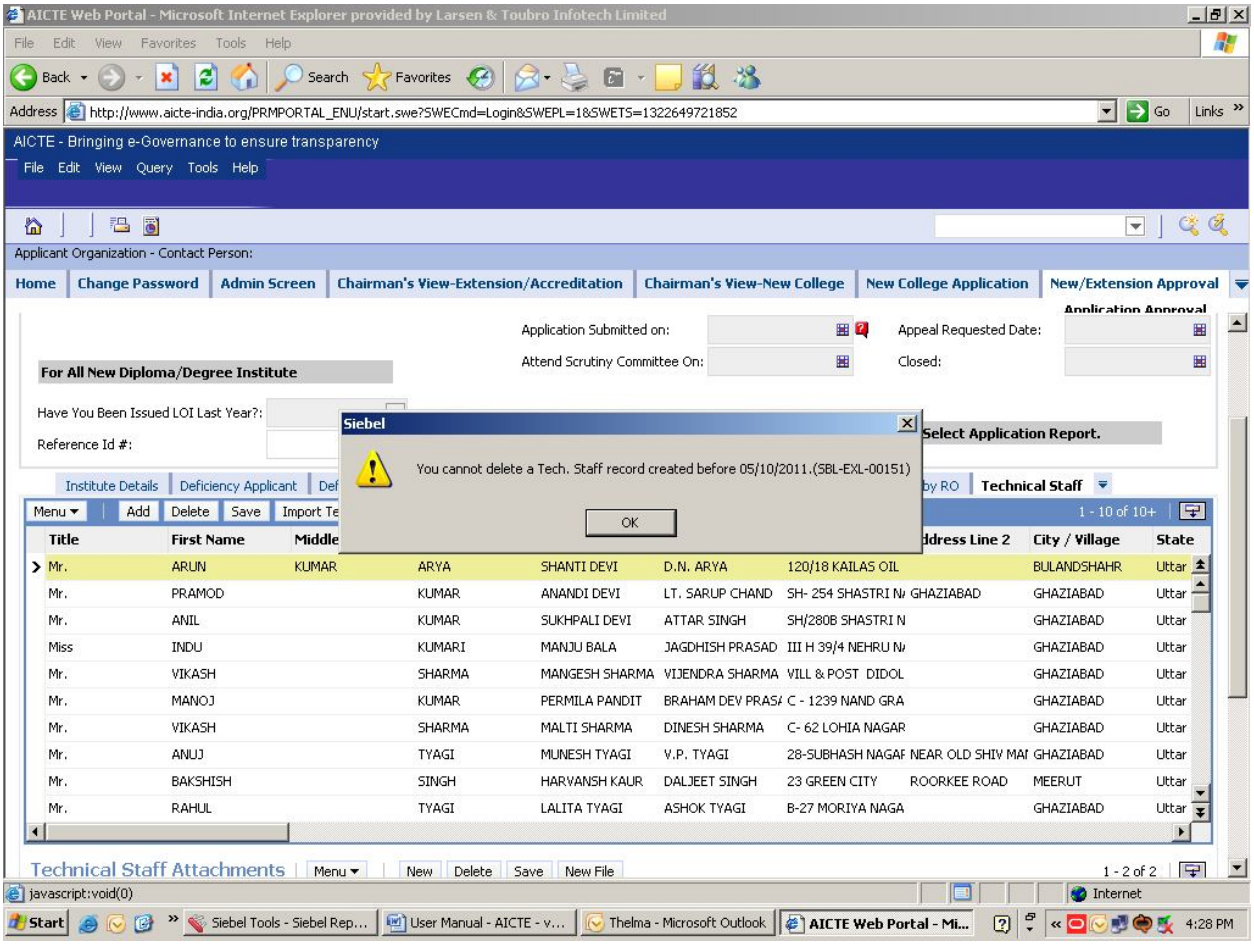
Click “save” button to save the record.

Note: Technical Staff Record Created before 05/10/2011 cannot be deleted.

If Faculty has left the institute click in “Left the Institute” check box.

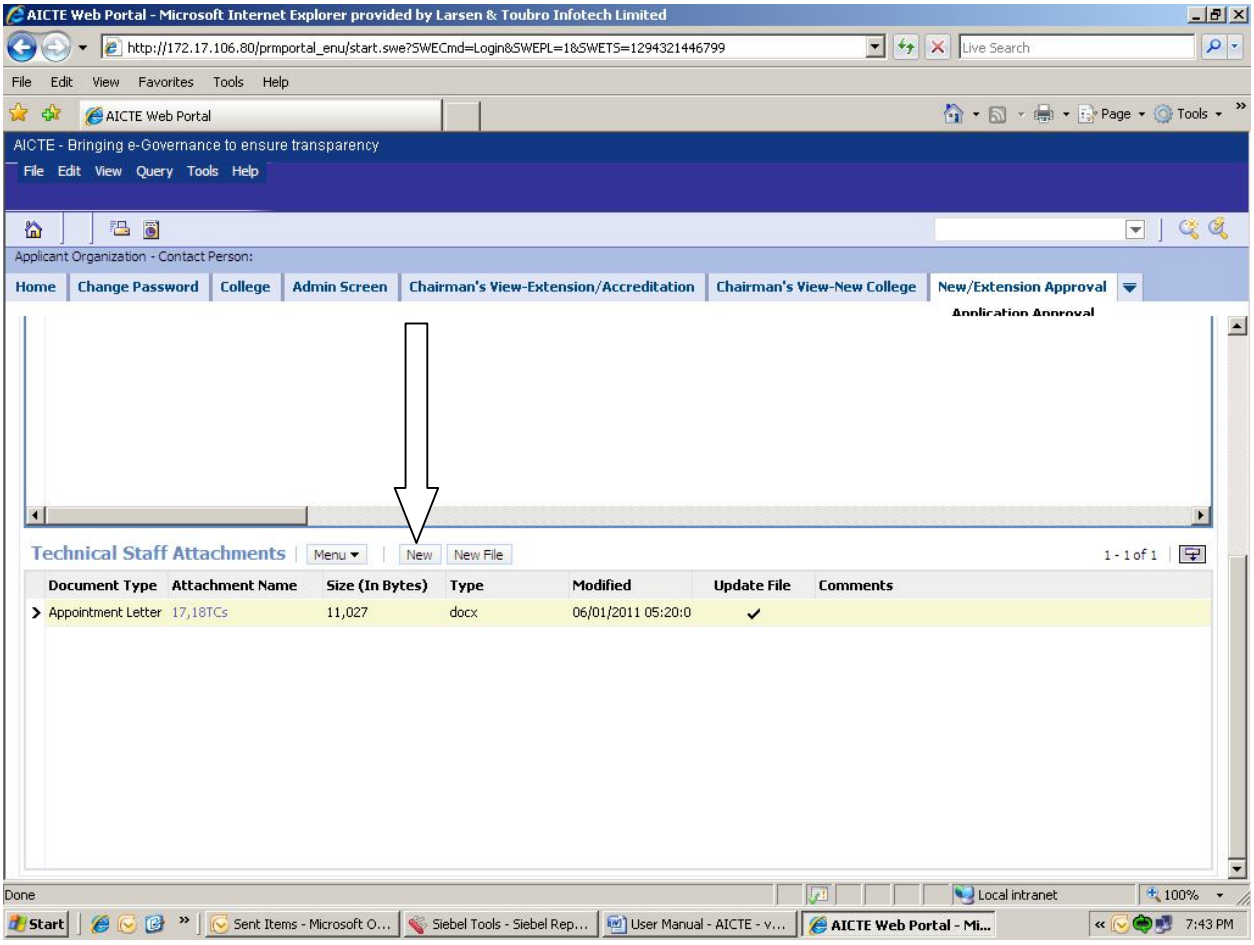
**Left the Institute**: Click this check box if the Technical Staff left Institute.

**Technical Staff Relieved Date**: Enter Date when Technical Staff left the institute.


AICTE Web Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited
AICTE - Bringing e-Governance to ensure transparency
Home
Change Password
Admin Screen
Chairman's View-Extension/Accreditation
Chairman's View-New College
New College Application
New/Extension Approval
Application Submitted on:
Appeal Requested Date:
Attend Scrutiny Committee On:
Closed:
For All New Diploma/Degree Institute
Have You Been Issued LOI Last Year?:
Reference Id #:
Select Application Report.
Siebel
You cannot delete a Tech. Staff record created before 05/10/2011.(SBL-EXL-00151)
OK
Technical Staff
Technical Staff Attachments

## Attach the Technical Staff Attachments

Click on the “New” or “New File” button to attach the documents of Technical Staff




**Document Type :** Select the Document Type from the drop down

1. Appointment Letter
2. Biometric image of right thumb
3. Certificates-UG, PG, PhD degree
4. Form 16
5. Joining Report
6. Passport size Photograph
7. Faculty1-Other

8. Faculty2-Other

**Attachment Name:** Browse the attachment of Document Type from the Desktop

**Size(In Bytes):** Size of the browsed file is automatically populated

**Type:** Type of the browsed file is automatically populated

**Modified:** Last modified Date and Time of the browsed file is automatically populated

**Update File:** Automatically checked

**Comments:** Enter the comments if necessary

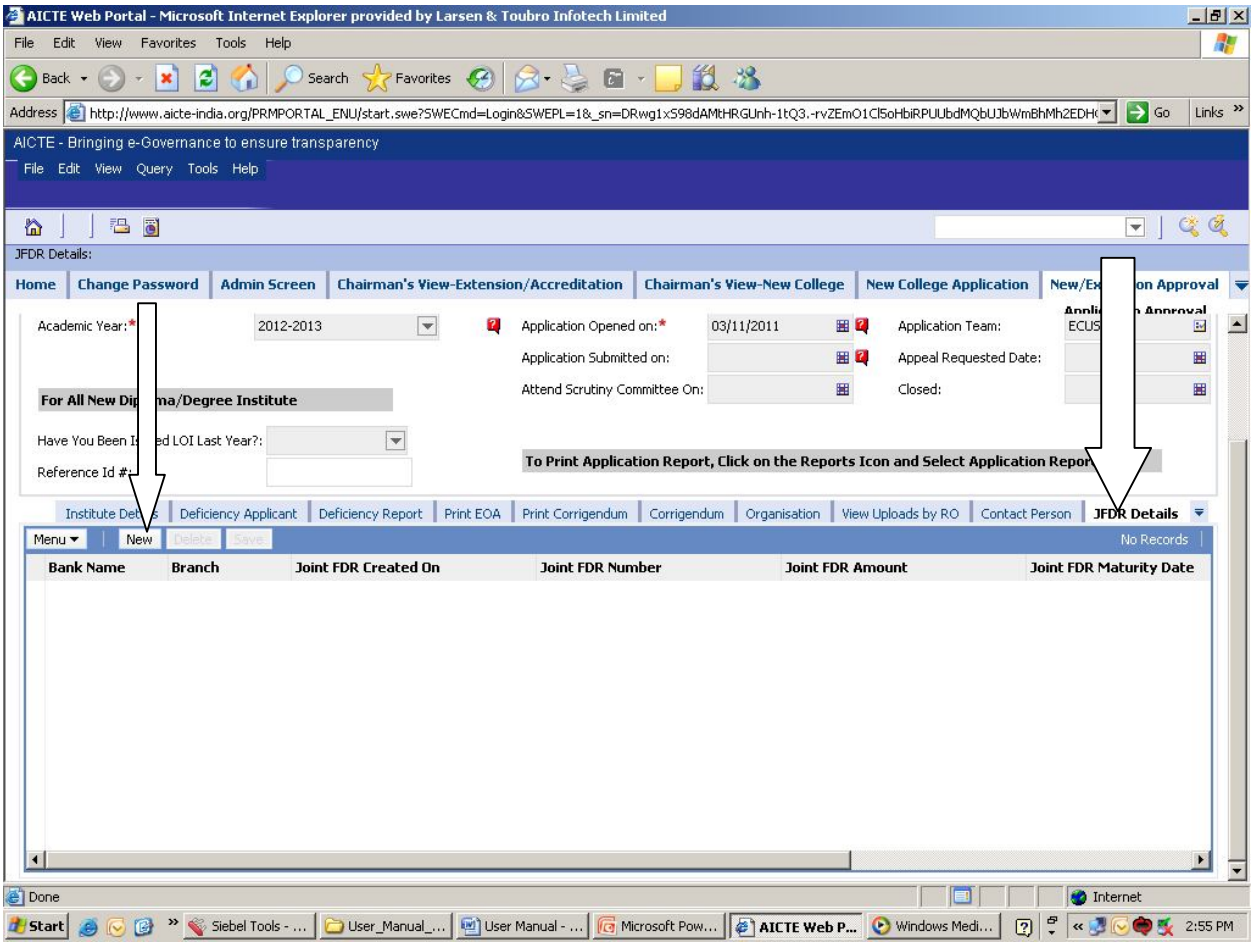
**Technical Staff Repeat the procedure(Attach the Technical Staff Attachments) to add all the attachments for the specified**

**Repeat the procedure for all the technical Staff available in your institute**

## JFDR Details

Click on "**JFDR Details**" tab

Click "New" button to add Joint FDR details of the institute




**Bank Name:** Enter the Bank Name

**Branch:** Enter the Branch of the Bank

**Joint FDR Created On:** Select the date from the calendar on which the Joint FDR is created

**Joint FDR Amount:** Enter the Joint FDR Amount

**Joint FDR Maturity Date:** Select the date from the calendar for Joint FDR Maturity date

**Whether Encashed:** Check the checkbox if the amount is encashed

**Date on which Encashed:** If the amount is encashed, select the date from the calendar for Date of encash

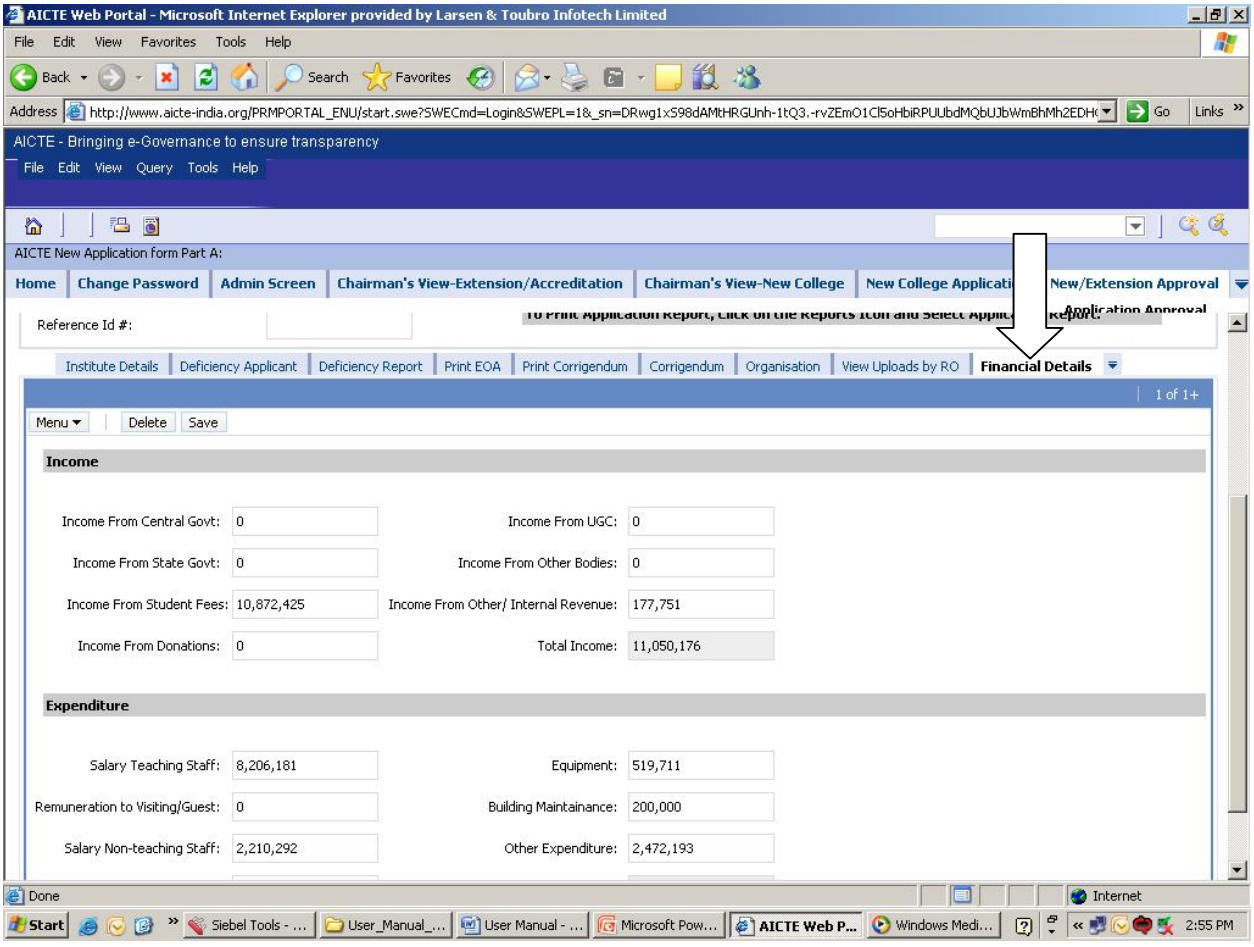
Repeat the Procedure for all the JFDR's

## Financial Details

Click on "**Financial Details**" tab

Click "Add" button to add Financial details of the institute

**Only 1 record can be added.**




**Income from Central Govt:** Enter income from central government

**Income from State Govt:** Enter income from state government

**Income from Student Fees**: Enter student fee income

**Income from Donations**: Enter income from donations

**Income from UGC:** Enter income from UGC

**Income from Other Bodies:** Enter income other bodies

**Income from Other/ Internal Revenue**: Enter income from other/internal revenue

**Total Income**: Enter total income

## Expenditure

**Salary Teaching Staff:** Enter teaching staff salary

**Remuneration to Visiting/Guest**: Enter remuneration details

**Salary Non-teaching Staff:** Enter Non - teaching staff salary

**Library:** Enter Library expenditure

**Equipment**: enter equipment expenditure

**Building Maintainence**: Enter maintenance expenditure

**Other Expenditure:** Enter Other expenditures

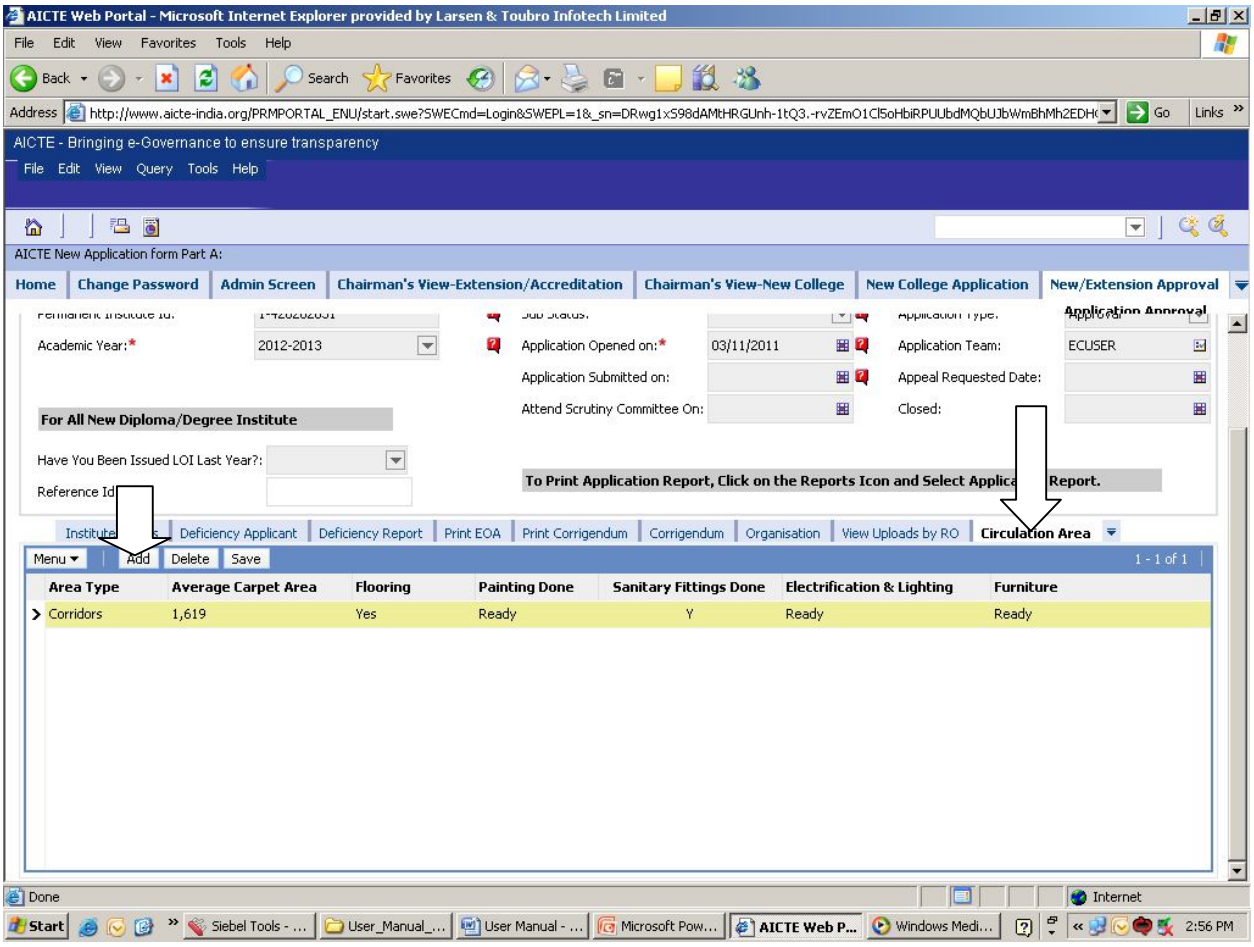
**Total Expenditure:** Enter total expenditure

**Surplus / Deficit**: This will be auto calculated

Click “Save” button to save the record.

## Circulation Area

Click on "**Circulation Area**" tab and Click "Add" button to add Circulation area details




**Area Type**: Select a Value from the Drop down. Value are:

1. Corridors
2. Other Common Area (in Sqm)
3. Other areas (in Sqm)

**Average Carpet Area**: Enter average carpet area

**Flooring:** Select value depending on whether flooring is done or not

**Painting Done**: Select ready or Not ready depending on whether painting is done or not

**Sanitary Fittings done**: Click in Check box if 'yes

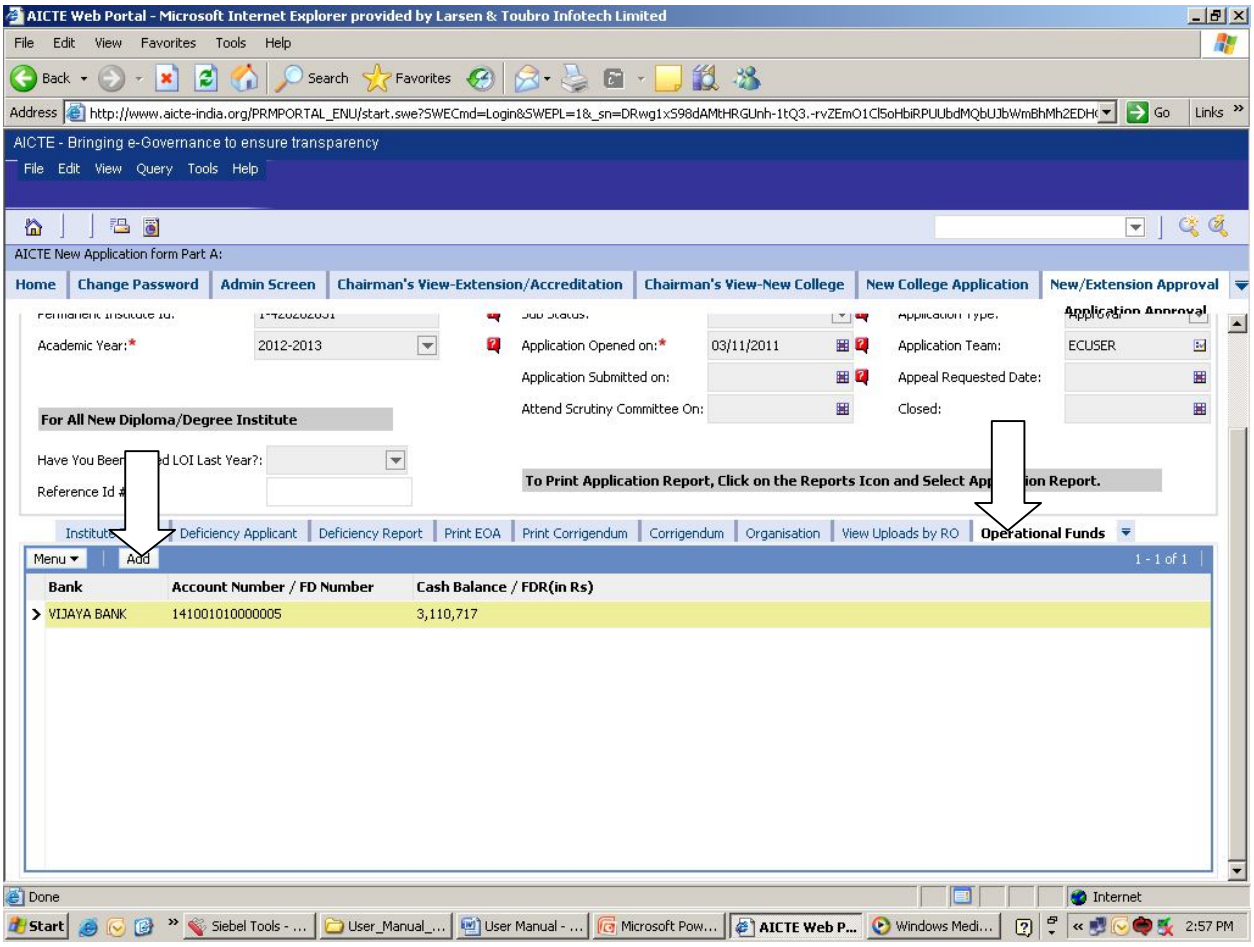
**Electrification & Lightning**: Select ready or Not ready depending on whether Electrification & Lightning is done or not

**Furniture:** Select ready or Not ready depending on whether Furniture is available or not

Click "save" Button to save the Record

## Operational Funds

Click on "**Operational Funds**" tab and Click "Add" button to add Operational Funds details




**Bank:** Enter bank name

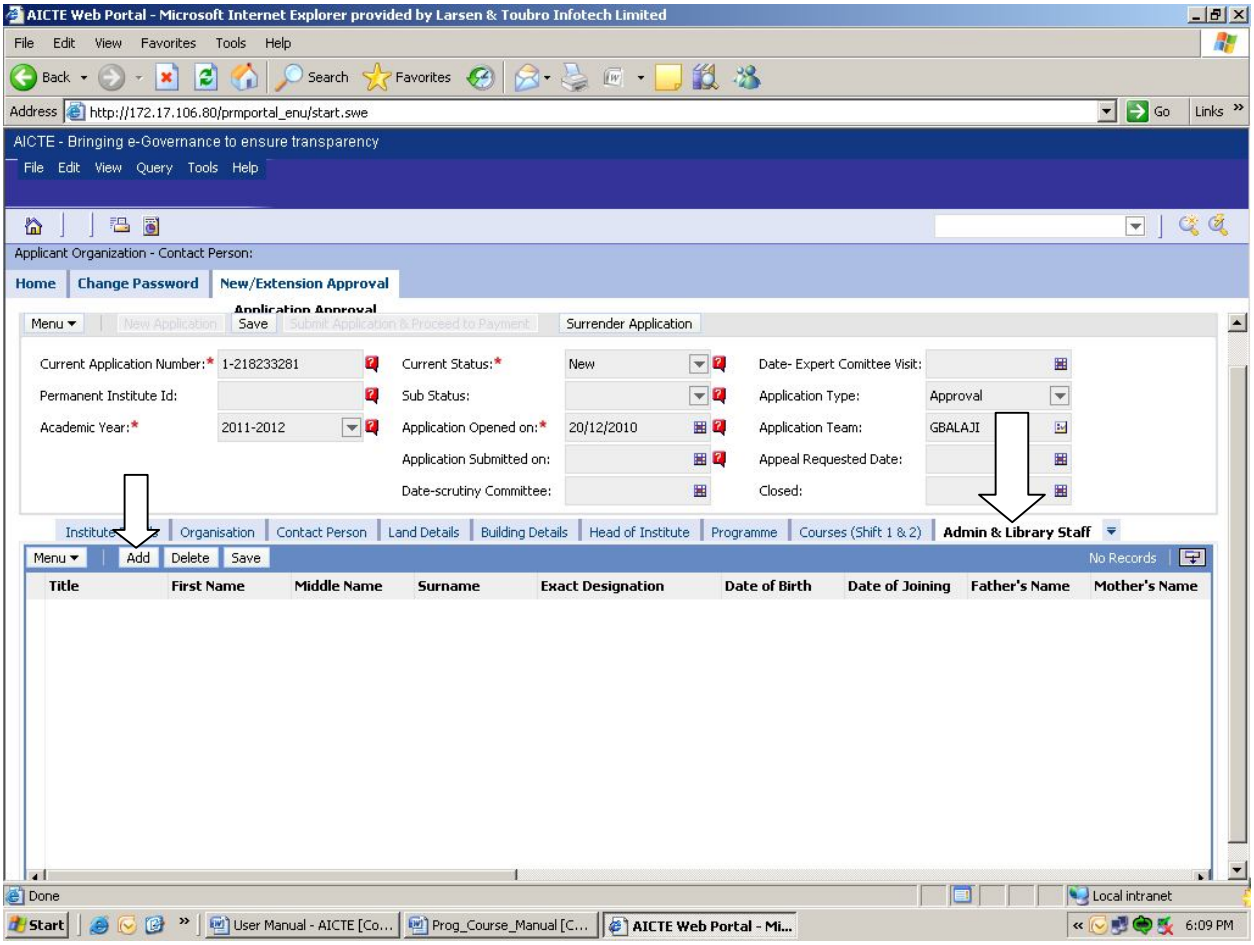
**Account Number / FD Number**: Enter Account Number or FD number

**Cash Balance / FDR:** Enter Cash Balance/ FDR in Rupees

Click "save" Button to save the Record

## Admin & Library Staff

Click on "**Admin & Library Staff**" tab and Click "Add" button to add Admin and other staff details




**Title:** Select appropriate option from the dropdown

**First Name:** Enter First Name of the staff member

**Middle Name:** Enter Middle Name of the staff member

**Surname:** Enter Surname of the staff member
**Father's Name:** Enter Father's name

**Mother's Name:** Enter Mother's name

**Address Line1 / Address Line2**: Enter Address

**Exact Designation:** Select a value from the dropdown.

**Date of joining the Institute:** Enter Date of joining the Institute as staff member

**Date of Birth:** Enter date of Birth

**City/Village:** Enter Name of City/village

**State:** Select State/UT from the Dropdown Values.

**Postal Code**: Enter 6 Digit Postal code.

**Res Phone**: Enter LandLine No.

**Mobile Phone #:** Enter valid 10 digit Cell Number

**Date of Birth:** Enter date of birth

**Gender:** Select Gender

**PhD:** Enter Doctorate degree

**Master Degree:** Enter master degree

**Bachelor Degree:** Enter bachelors degree

**Diploma:** Enter Diploma Degree

**Other:** Enter Other Degree

**Exact Designation:** Select Exact Designation from dropdown

**Appointment Type:** Select Appointment Type from dropdown

**Date of Joining:** Enter date of joining

**PF Number:** Enter PF Number

**Salary Type**: Enter Salary Type

**Salary Mode**: Select Salary Mode from dropdown

**Gross pay per Month**: Enter gross pay per month

**Bank Name**: Enter Bank name

**Bank Account Number**: Enter Bank account number

**Bank IFSC Code**: Enter IFSC Code

**Email:** Enter Valid Email Address Containing "@" and dot(.)
ex: name@yahoo.com

**PAN:** Enter valid PAN number

**Religion:** Select religion from the dropdown

**Caste:** Select Caste from the Dropdown

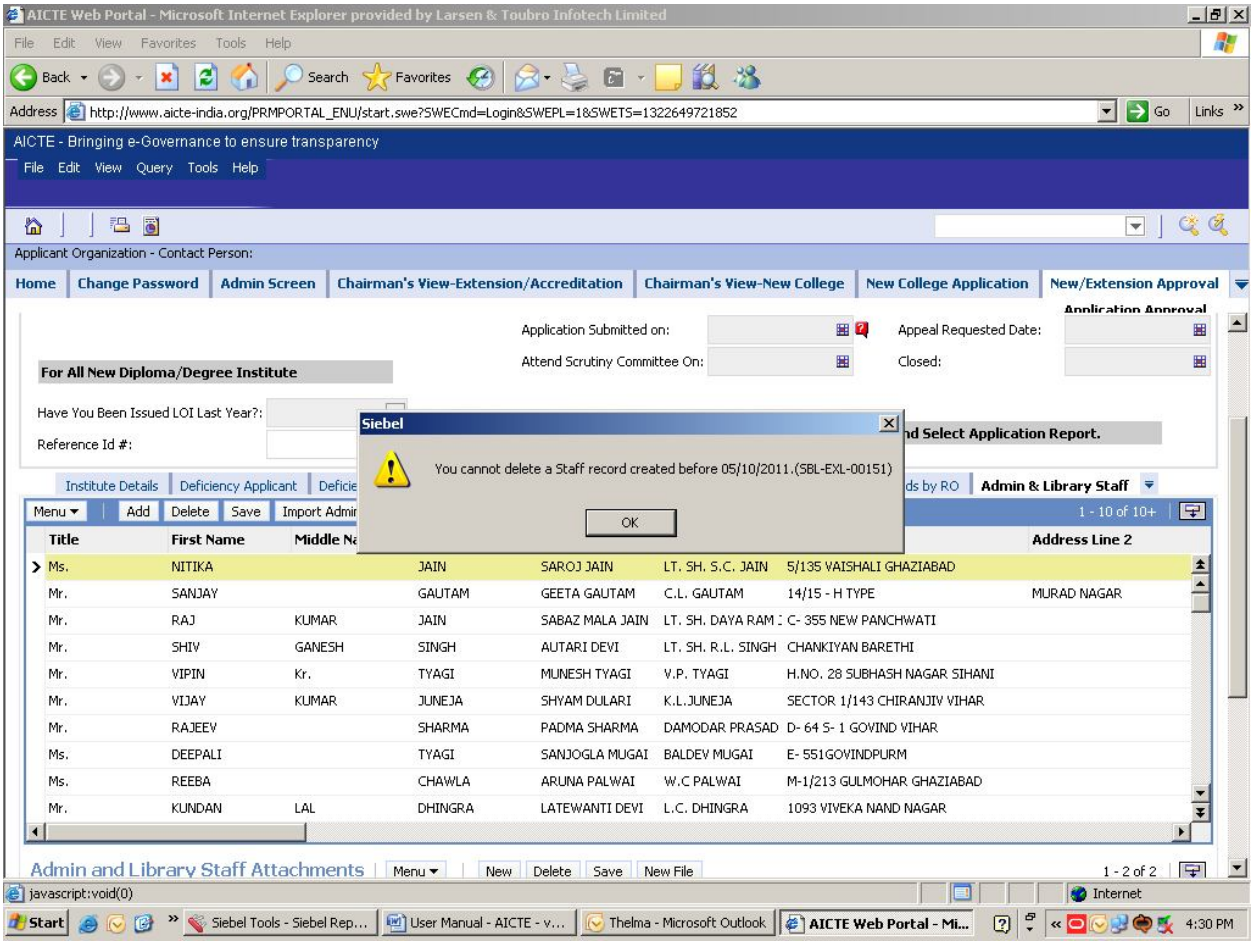
Click "save" to save the record.

Note: Admin/Library Staff Record Created before 05/10/2011 cannot be deleted.

If Faculty has left the institute click in "Left the Institute" check box.

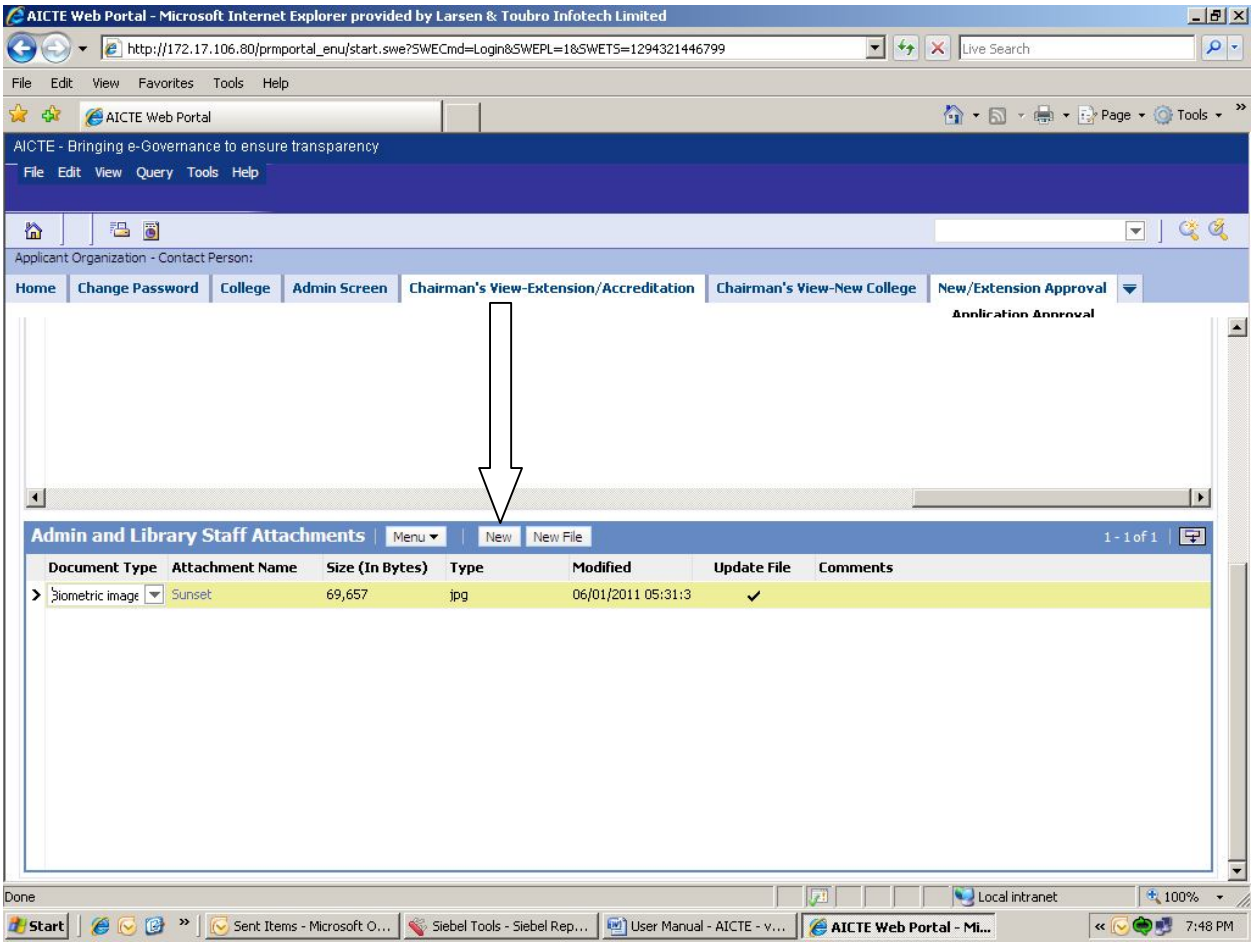
**Left the Institute?** : Click this check box if the Admin Staff left Institute.

**Staff Relieved Date**: Enter Date when Admin Staff Staff left the institute.




## Attach the Admin & Library Staffs Attachments

Click on the “New” or “New File” button to attach the documents of Admin & Library Staff




**Document Type :** Select the Document Type from the drop down

1. Appointment Letter
2. Biometric image of right thumb
3. Certificates-UG, PG, PhD degree
4. Form 16
5. Joining Report
6. Passport size Photograph
7. Faculty1-Other
8. Faculty2-Other

**Attachment Name:** Browse the attachment of Document Type from the Desktop

**Size(In Bytes):** Size of the browsed file is automatically populated

**Type:** Type of the browsed file is automatically populated

**Modified:** Last modified Date and Time of the browsed file is automatically populated

**Update File:** Automatically checked

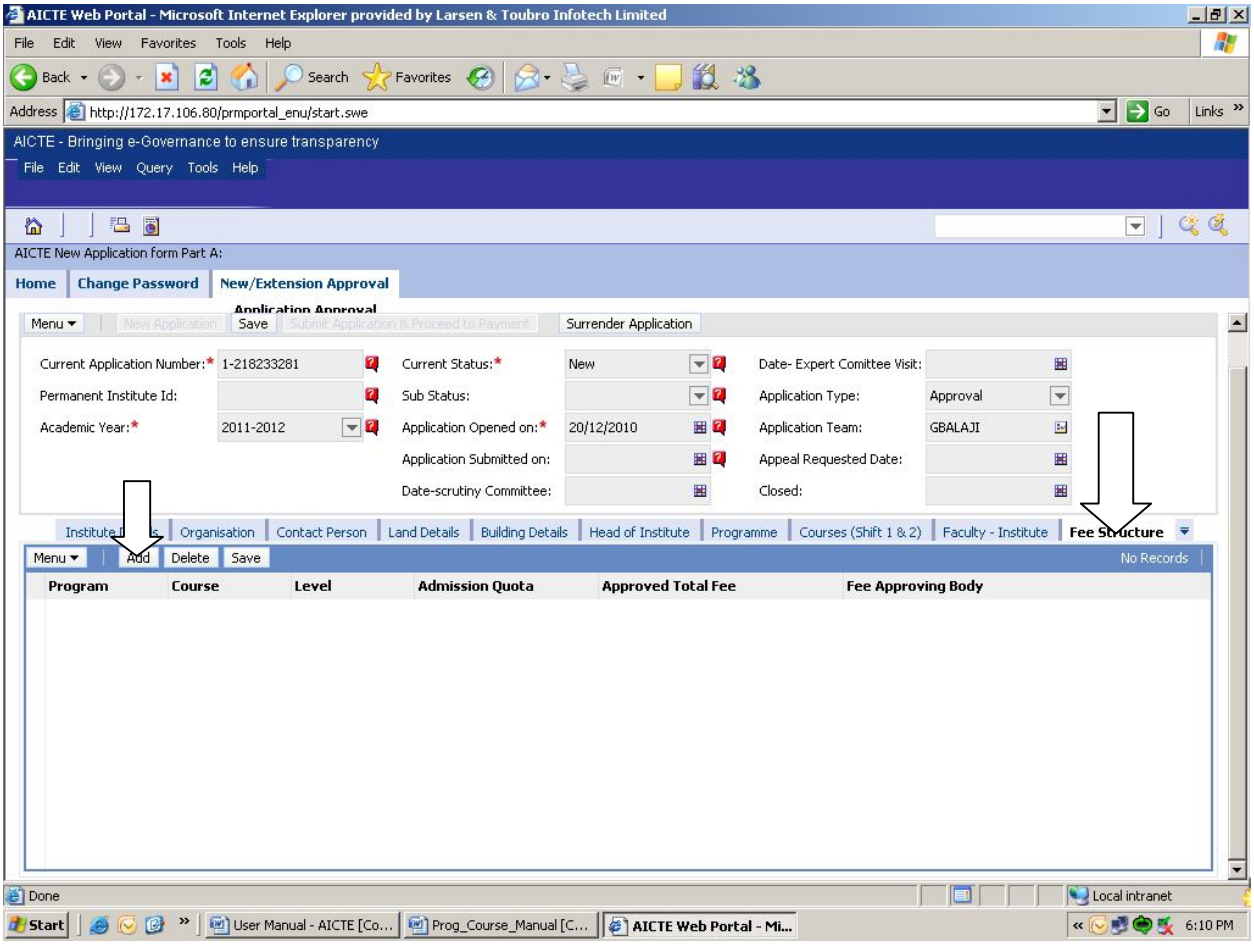
**Comments:** Enter the comments if necessary

**Admin & Library Staff Repeat the procedure(Attach the Admin & Library Staff Attachments) to add all the attachments for the specified**

**Repeat the procedure for all the admin & library staff available in your institute**

## Fee Structure

Click on "**Fee Structure**" tab and Click "Add" button to add Admin and Fee Structure details




**Program**: Select Program.

**Course:** Select Course for that program

**Level:** Select level from the values

**Admission Quota:** Select Value from the dropdown

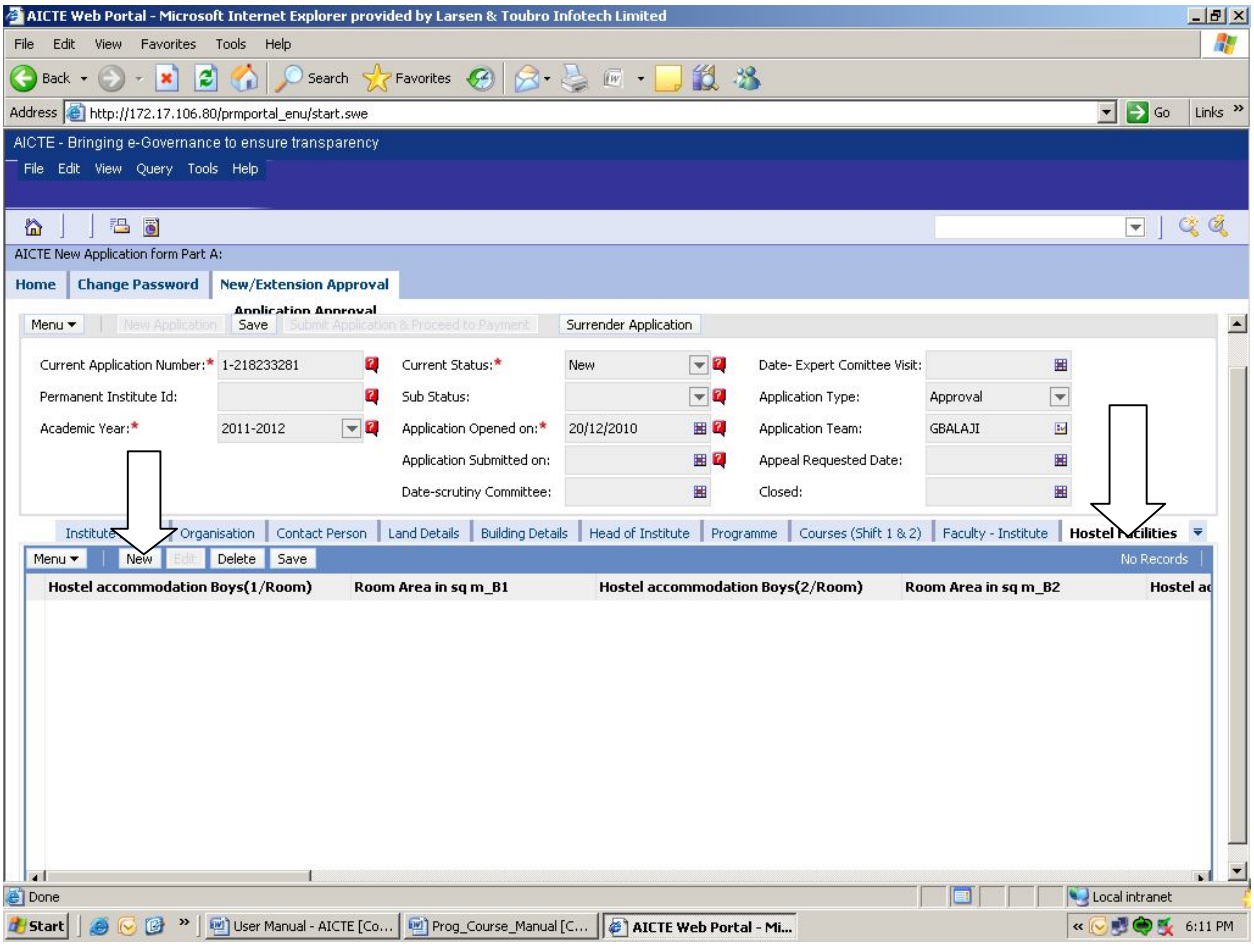
**Approved Total Fee:** Enter the Total Fee that was approved in the last year

**Fee Approving Body**: Enter the name of the approving body

Click "save" button to save the record.

## Hostel Facilities

Click on "**Hostel Facilities**" tab and Click "New" button to Enter details about Hostel Facilities




**Hostel accommodation Boys(1/Room)** : Enter Number of one bed/room for Boys

**Room Area in sq m_B1:** Enter area of one bed/ room

**Hostel accommodation Boys(2/Room) :** Enter Number of two beds/room for Boys

**Room Area in sq m_B2:** Enter area of two bed/ room

**Hostel accommodation Boys(3/Room)** : Enter Number of three beds/room for Boys

**Room Area in sq m_B3:** Enter area of three bed/ room

**Hostel accommodation Boys(4/Room)** : Enter Number of four beds/room for Boys

**Room Area in sq m_B4:** Enter area of four bed/ room

**Hostel accommodation Girls(1/Room) :** Enter Number of one bed/room for girls

**Room Area in sq m_G1:** Enter area of single bed/ room

**Hostel accommodation Girls(2/Room)** : Enter Number of two beds/room for girls

**Room Area in sq m_G2:** Enter area of two beds/ room

**Hostel accommodation Girls(3/Room)** : Enter Number of three beds/room for girls

**Room Area in sq m_G3**: Enter area of three beds/ room

**Hostel accommodation Girls(4/Room)** : Enter Number of four beds/room for girls

**Room Area in sq m_G4:** Enter area of four beds/ room

**Backup Electric Supply**: Click it if 'Yes'

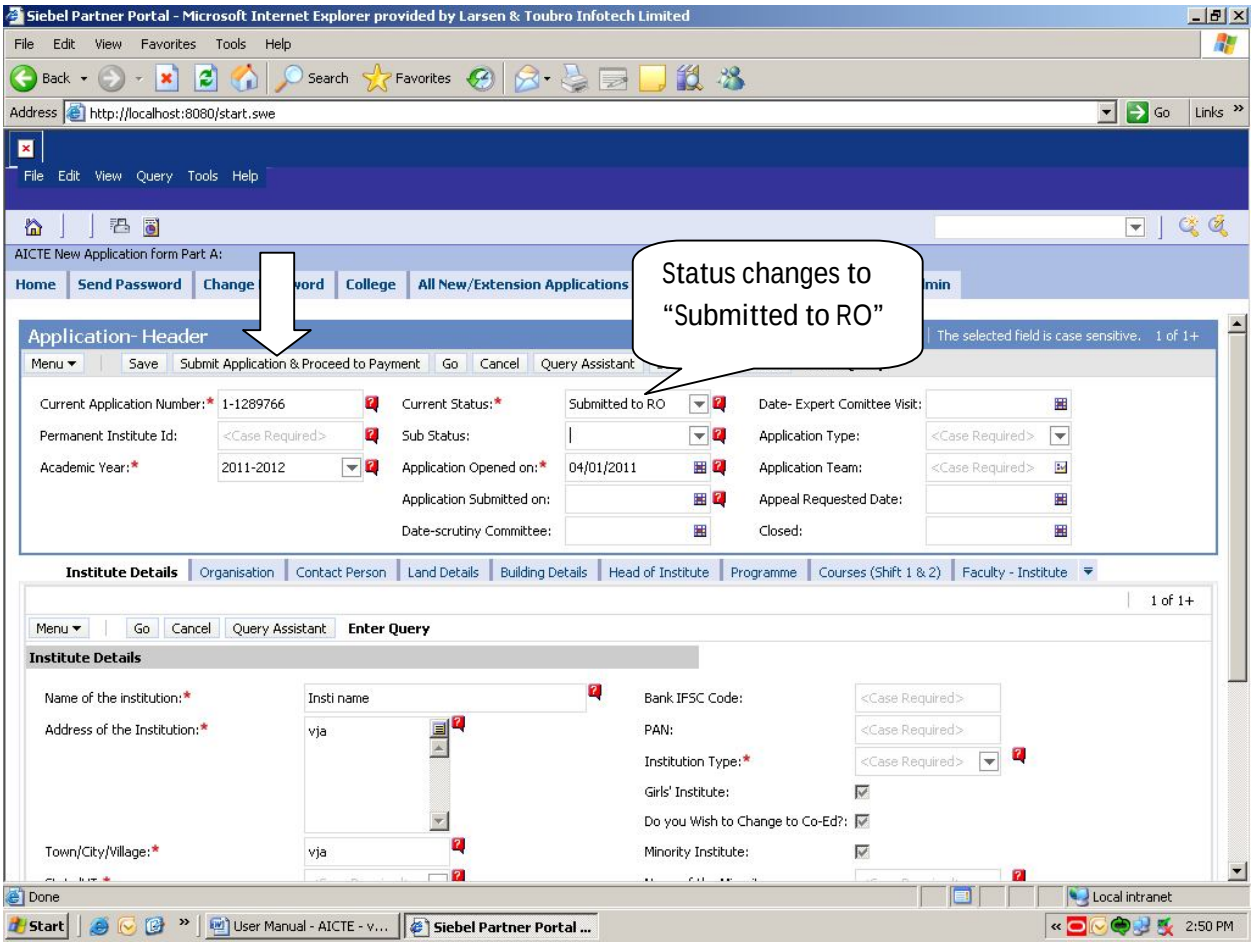
**Electric Supply**: Click it if 'Yes'

Click "save" button to save the record.

## SUBMITTING THE APPLICATION :

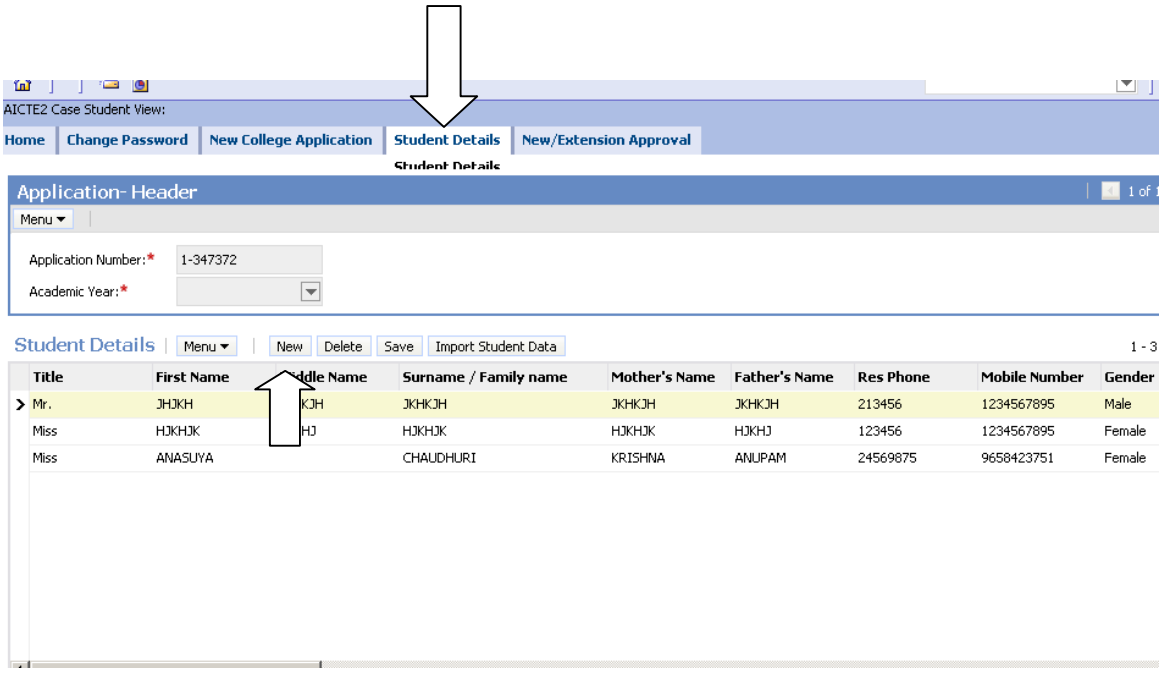
Now Submit the Application by clicking '**Submit Application and Proceed to Payment'** Button.

Status changes to **'Submitted to RO'**



## Student Details

Click on "**Student Details**" and to add a record Click "New" button




**Title:** Select the Title of the Student from the drop down

- Miss.
- Mr.
- Ms.
- Mrs.
- Dr.

**First Name:** Enter First name of the Student

**Middle Name:** Enter the Middle name of the Student

**Surname:** Enter Surname of the Student

**Mother's Name:** Enter Mother's name of Student

**Father's Name:** Enter Father's name of Student

**Res Phone:** Enter 5-10 digit Residential Phone Number of Student

**Mobile Number:** Enter 10 digit Mobile Number of Student

**Gender:** Select Gender

**Date of Birth:** Enter date of Birth

**Status**: Select the status of student from the drop down

**Program:** Select the Program under which the Student is to be enrolled from the drop down list

**Course:** Select the Course name from the drop down list

**Level:** Select the Level of the Student from drop down list

**Date of joining the Institute:** Enter Student's Date of Joining into the Institute

**Admitted To:** Select the year into which the Student is admitted

First Year
Second Year
Other

**Roll Number:** Enter the Roll Number of the Student

**Email Address:** Enter Valid Email Address of the Student.

**Religion:** Select Religion of the Student from the dropdown

**Caste:** Select the Caste of the Student from the dropdown

**Reserve Category**: Click if 'Yes'

**Is Physically Handicapped**: Click if 'Yes'

**Econ Backward**: Click if 'Yes'

**Home/Hostel:** Select the type of Stay of the Student

Home
Hostel

**Institute Fees Paid:** Enter the amount of Institute fees paid by the Student

**Hostel Fees/Month:** Enter the amount of Hostel fees paid by the student

**Year1 (% marks):** Enter Students Year1 percentage of marks

**Year2 (% marks):** Enter Students Year2 percentage of marks

**Year3(% marks):** Enter Students Year3 percentage of marks

**Year4 (% marks):** Enter Students Year4 percentage of marks

**Year5 (% marks):** Enter Students Year5 percentage of marks

Click "save" button to save the record.

Repeat the Procedure for all the students.

The 'Import Student' button is used for importing bulk student data.

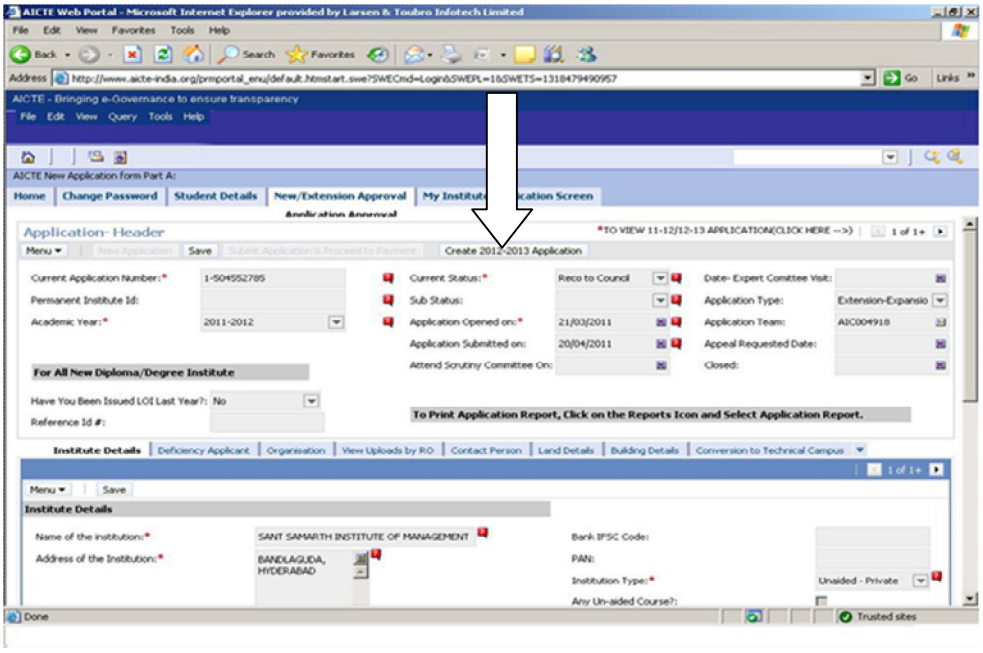
The 'Delete' button can be used for removing duplicate student data. Do not use delete button students leaving the institute. They are to be set with Status "Completed the course".

Note: Student Record Created before 05/10/2011 cannot be deleted.

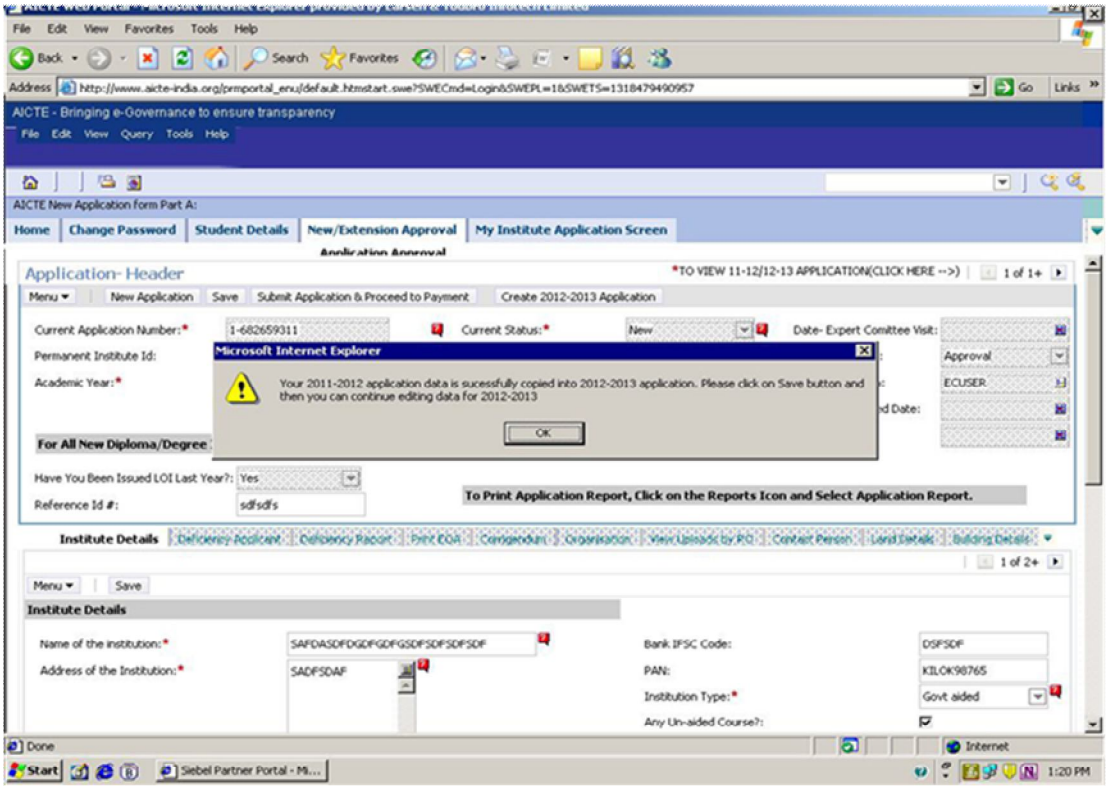
NOTE: You can add Student Detail Records before or after Submitting the Application.

## Creating 2012-2013 application for Institutes who already have a 2011-2012 Application

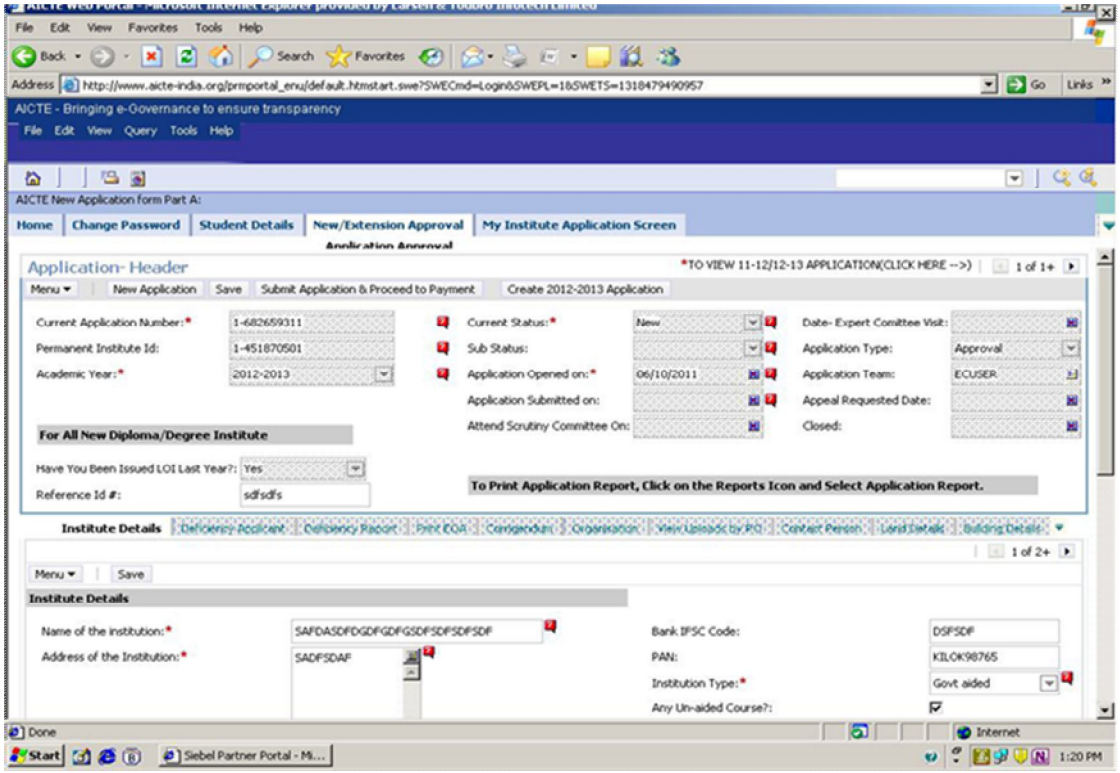
Click on '**Create 2012-2013 Application**' button to copy existing application data to 2012-2013 academic year data. All the existing data will be copied and a New Application for the academic year 2012-2013 will be created.



Successful message will be displayed



Click on '**Save**' button to save the copied data for academic year 2012-2013.



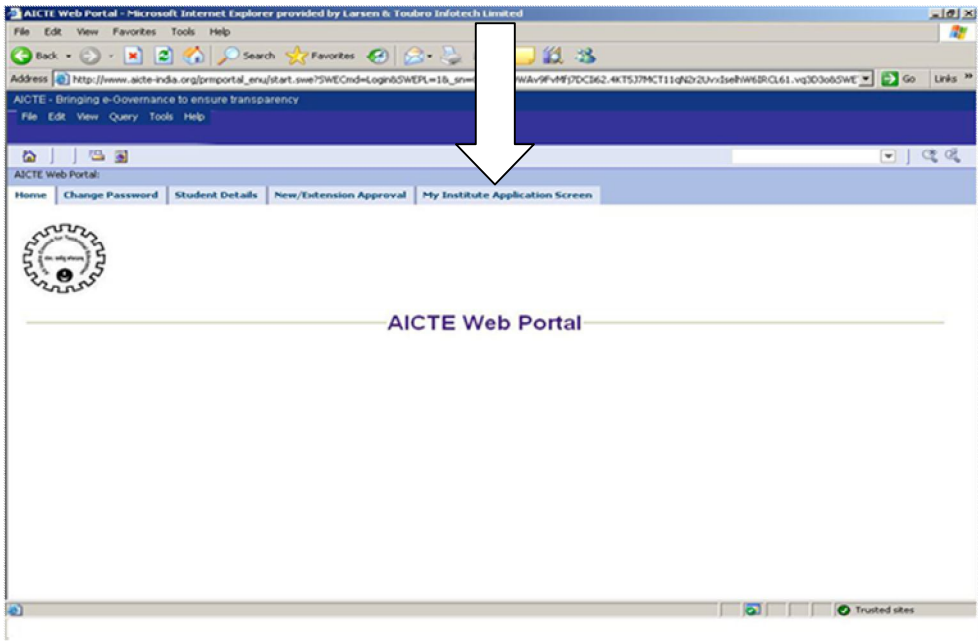

- The Current Application Number is automatically generated by the system.
- If Status of 2011-2012 applications is either "**Recommended to EC**" or "**Reco to Council**" or "**LoA Issued**" and if the Institute does not have already a Permanent Institute Id, then the Current Application number of 2011-2012 will become the Permanent Id and a new Current Application number is generated.
- **Now the newly copied data for Academic year 2012-2013 can be edited by the user.**
- **Follow Manual Instructions while entering the following details:**
- While adding New Programs and Courses go to Index and click on Program and Course(Shift1&2) for instructions.
- Enter Alternate Email address in the Institute Details Tab.

- Enter Latitude and Longitude Hours, Minutes and Seconds in Land Details Tab. Follow Land Details Instructions given in this manual.
- **Institutes will be allowed to submit the application after few days**.

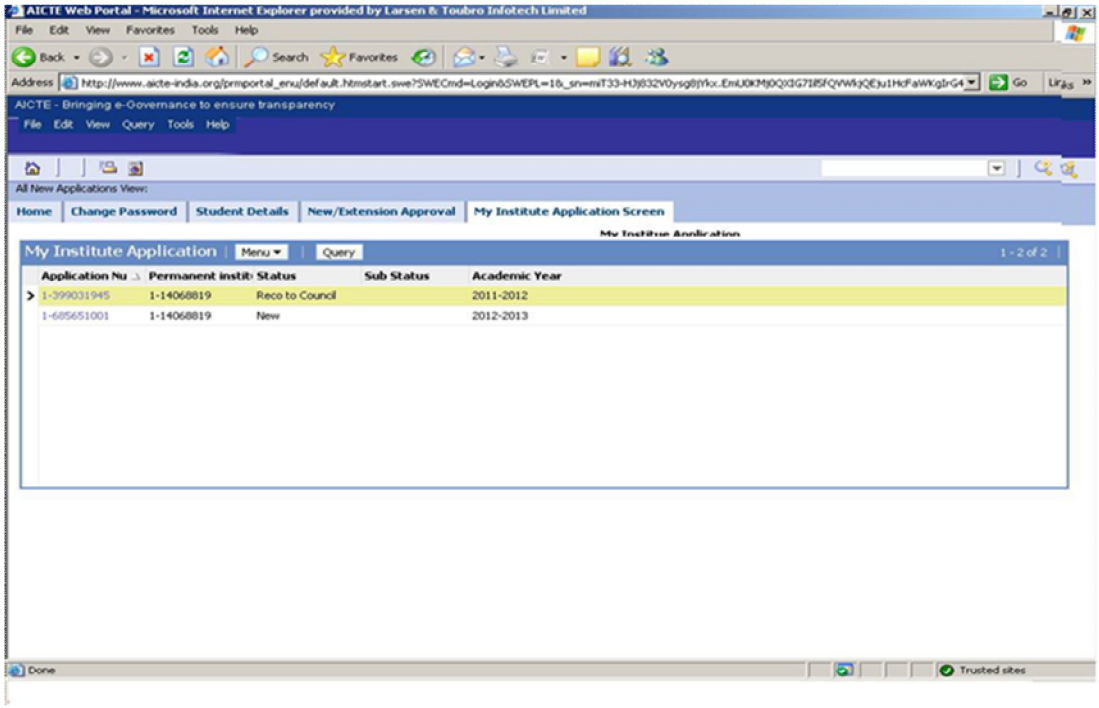
## Navigation between 2011-2012 and 2012-2013 applications

Institutes can navigate from 2011-2012 application to 2012-2013 application by the following methods :

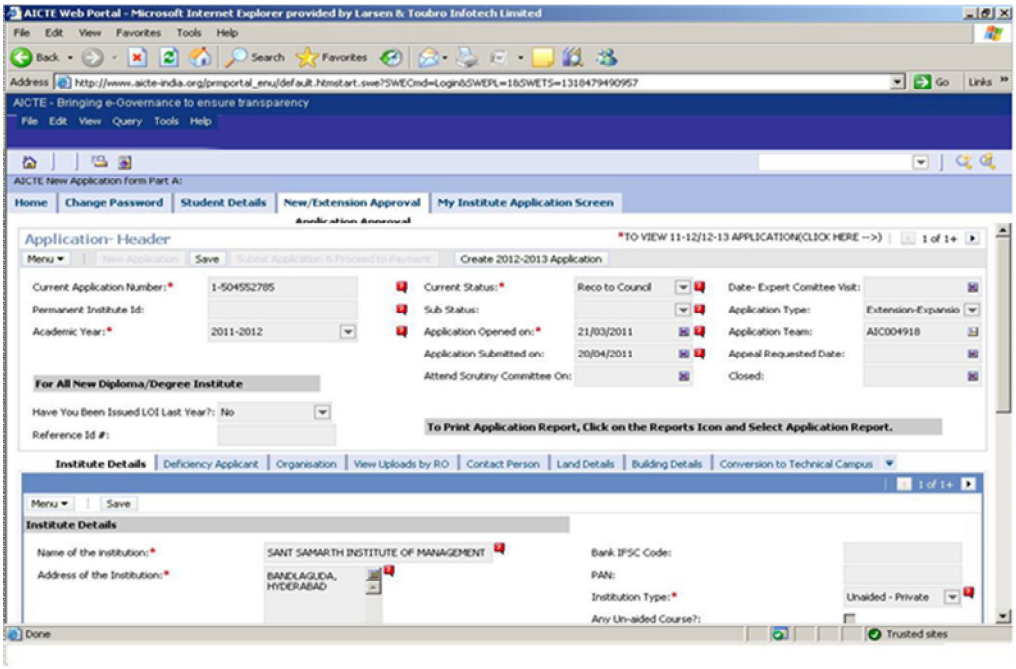
1. Click on the '**My Institute Application Screen**' tab



Click on appropriate application number to navigate to 2011-2012 academic year application or to 2012-2013 academic year application. It contains application data for both the academic years. Navigation can be easily done from this view.



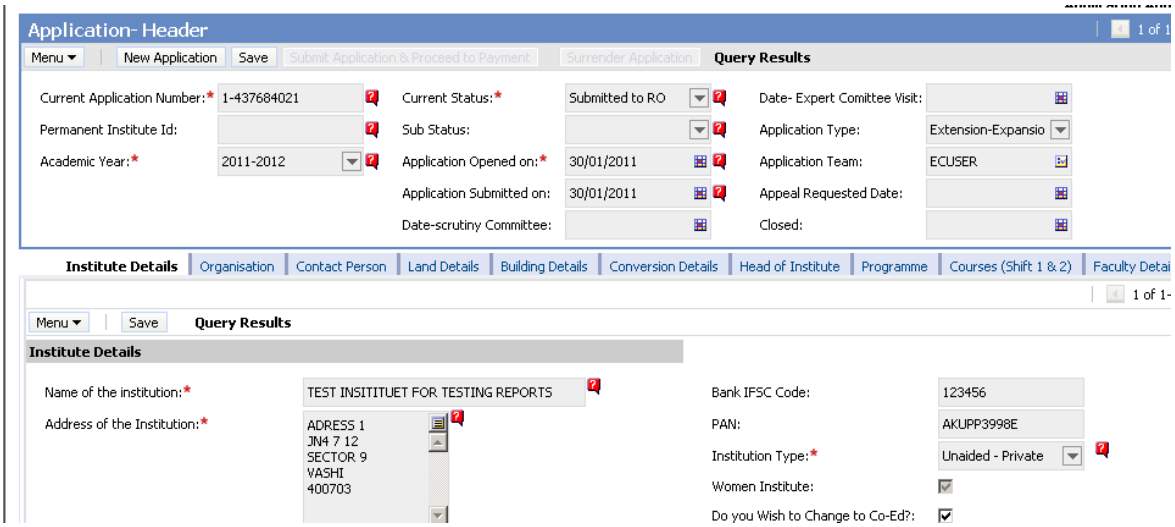
2. Click on the below stated button to navigate to the 2012-2013 application and vice versa.



# Application Report

The detail process of generating the Application Report is given below:

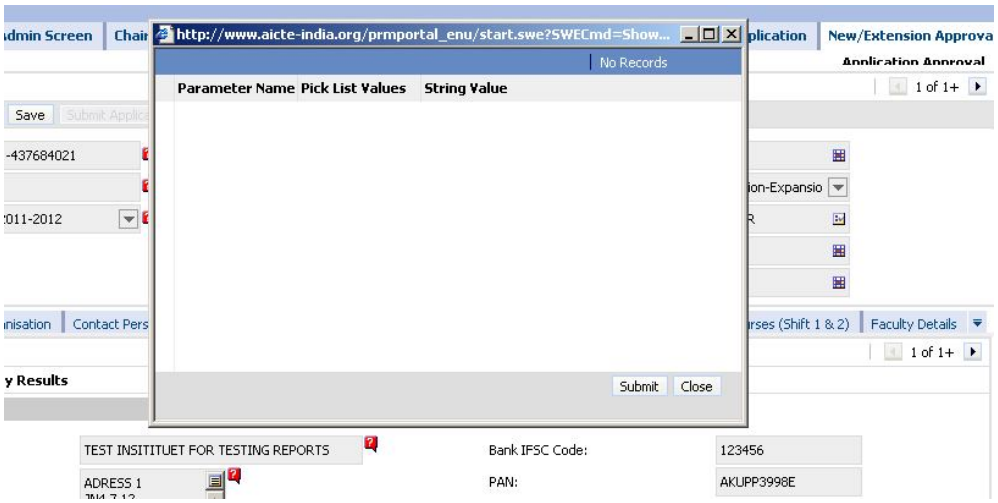
1. Go to "Institute Details Tab"



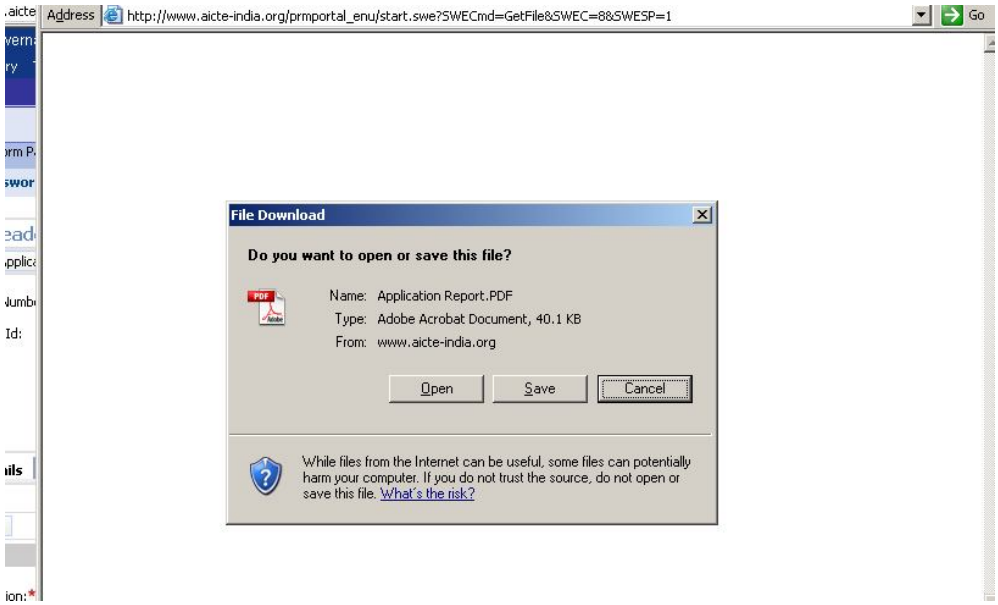

2. Click on Reports Icon & select Application Report



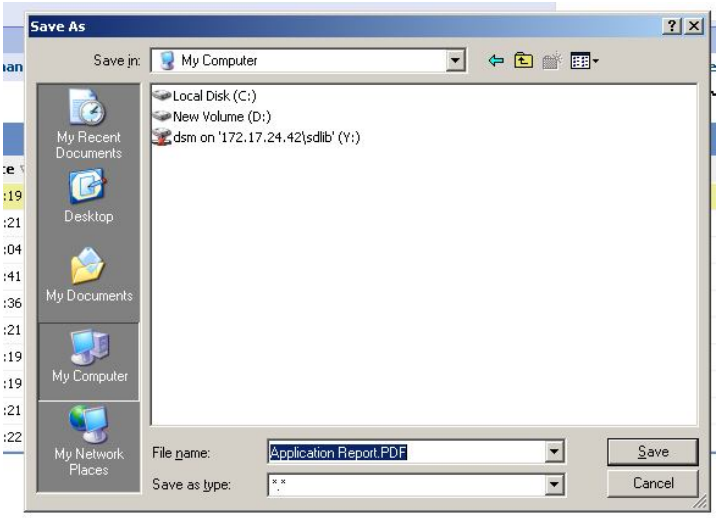
3. A pop up window will open as below, click submit (Sometimes if the window is small in size & submit button is not visible, then drag the window to maximum size till you are able to see the submit button)




4. Once you click submit another pop up window will open asking to Open or save the report. Click Save.



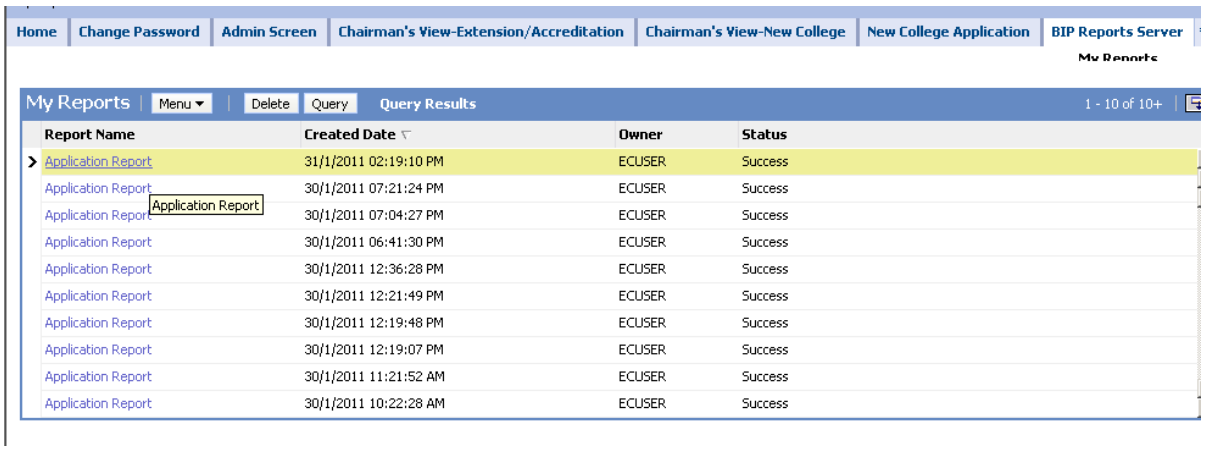
5. Mention the path where you want to save & click ok.



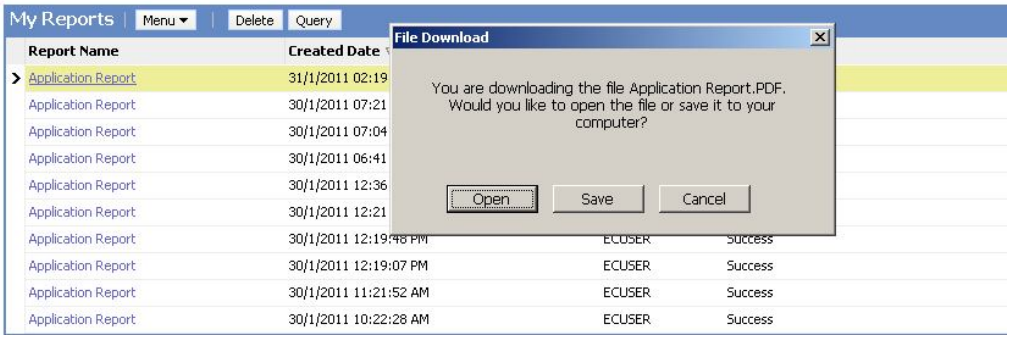

6. Sometimes, you may find that at step 12, when you click on 'Open' or 'Save', the pay in slip doesn't get displayed and the small window that popped up does not respond. In such cases, you are required to close this pop-up window in the system. (Pls do not close the main application window) and Go to reports and click "My BI Publisher Reports" as given below.



7. You will be navigated to the My Reports View

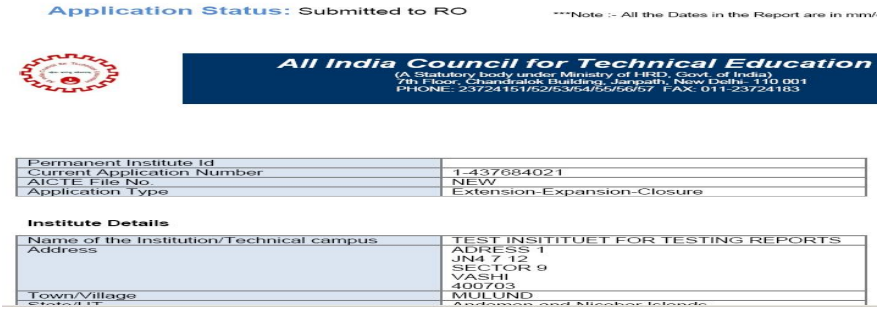



8. Click on the report name where status is Success



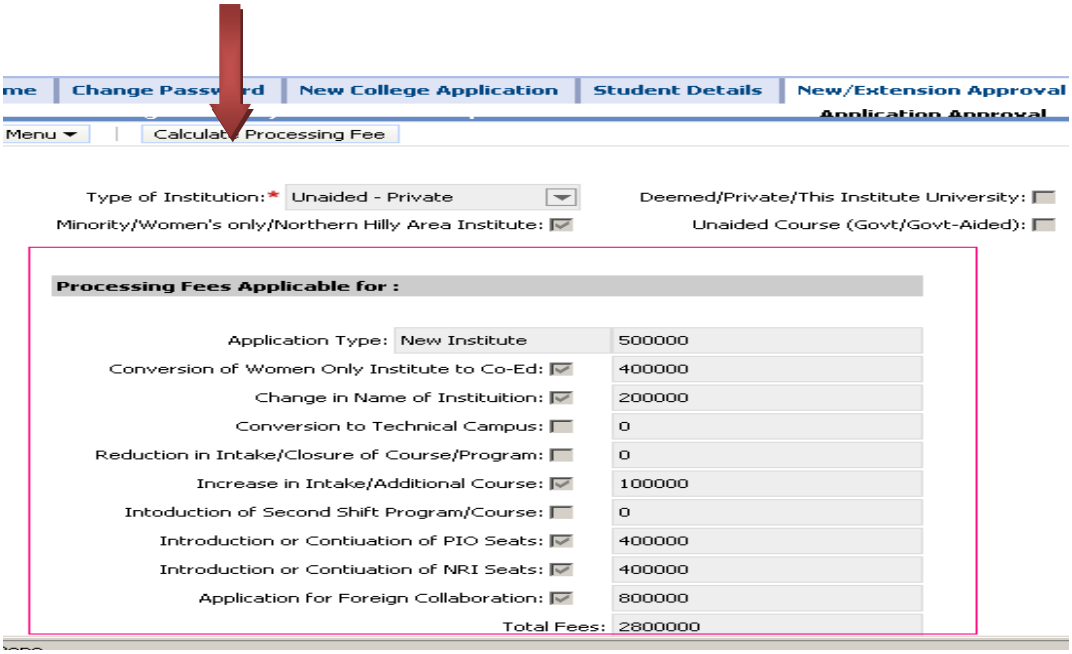

9. Click Save Button & give the path where you want to save. Then take the Print out.

10. Sample Application Report.



## Check Processing Fee

To check the breakup of the payment before or after submitting an application, go to “Check Processing Fee” Tab & click on “Calculate processing fee” Button.

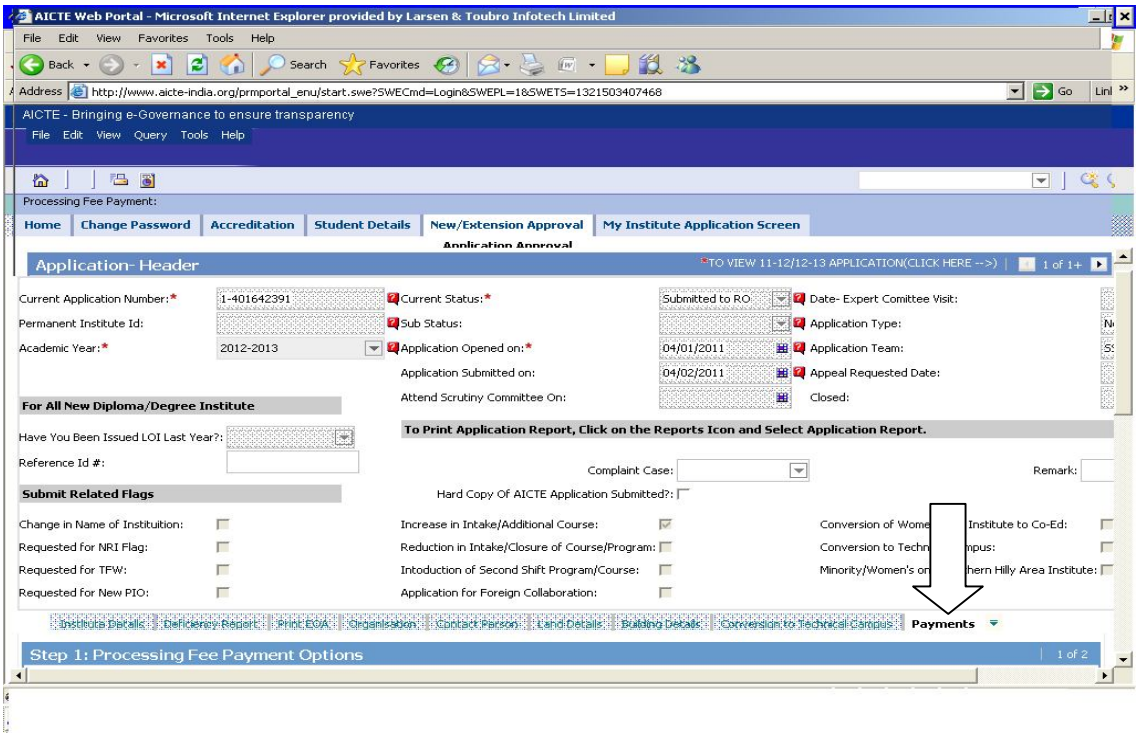



Once you click the Calculate Processing Button Fees that are applicable for all cases will be generated as above:

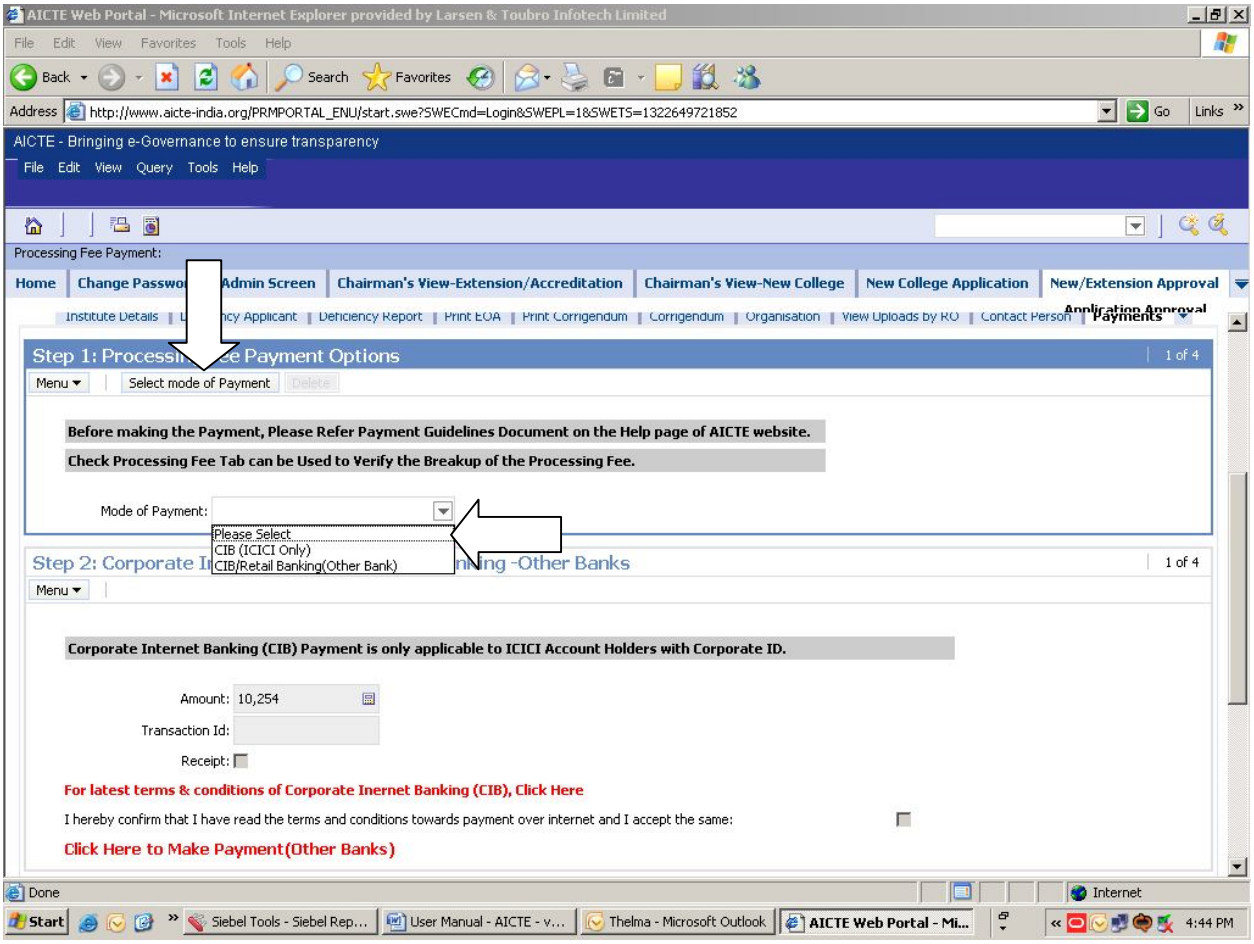
Anytime before submitting the application user can check their Processing Fees using the “Calculate Processing Fee” Button.

## Payments

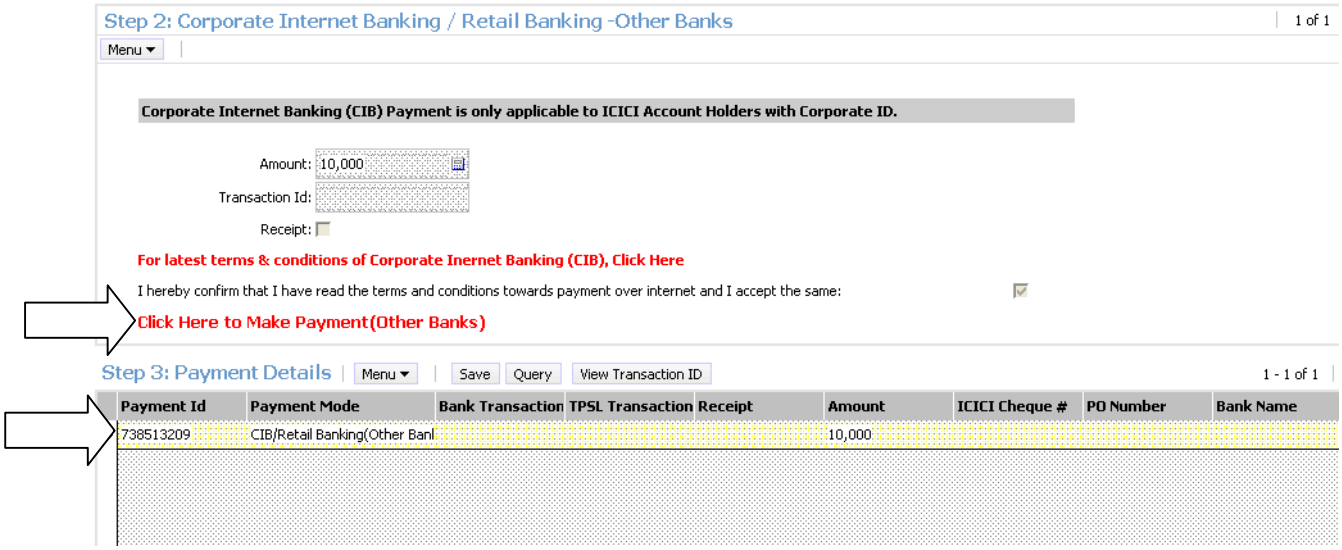
Inside the **New/Extension Approval** tab, click on the **Payments** tab.



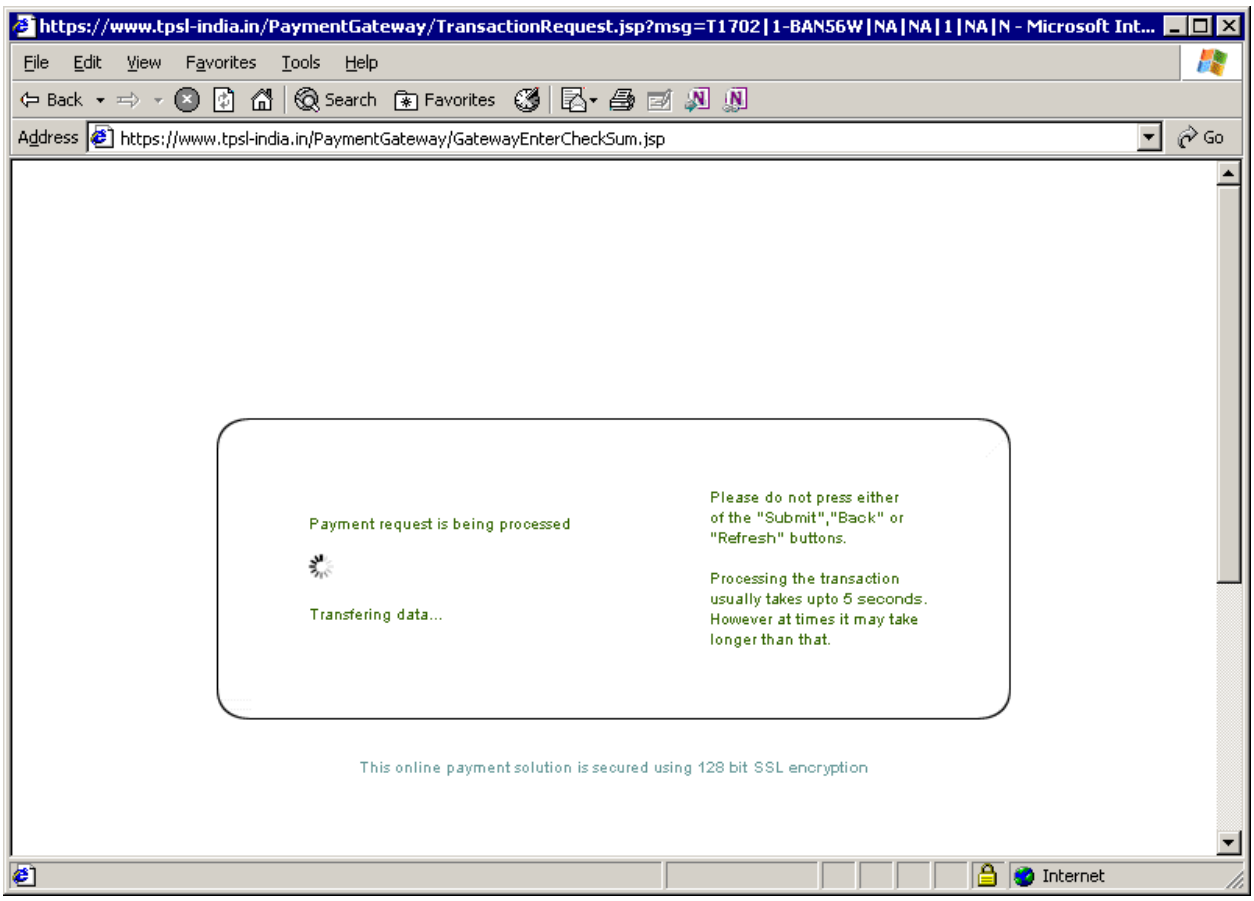
Inside the payments tab, click on **Select mode of Payment** button. Then select the mode of payment from the options available in the list. For making payment via Corporate Internet Banking or Retail Banking of banks other than ICICI, select the option **CIB/Retail Banking(Other Bank).**



Now on **Step 3: Payment Details,** a payment detail containing the payment Id, payment mode and payment amount for our application is present. Now on **Step 2: Corporate Internet Banking / Retail Banking –Other Banks** click on the link **Click Here to make Payment(Other Banks)**.

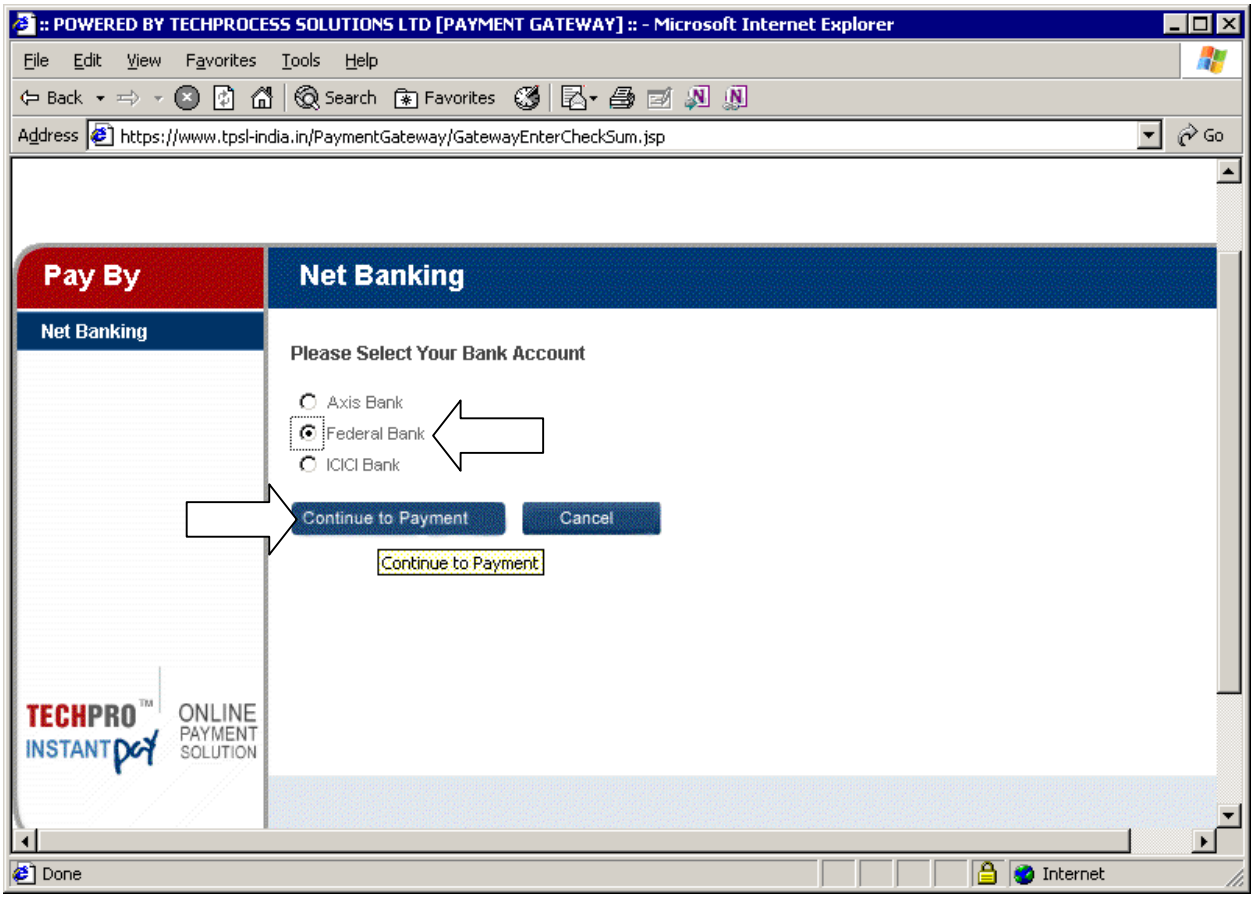


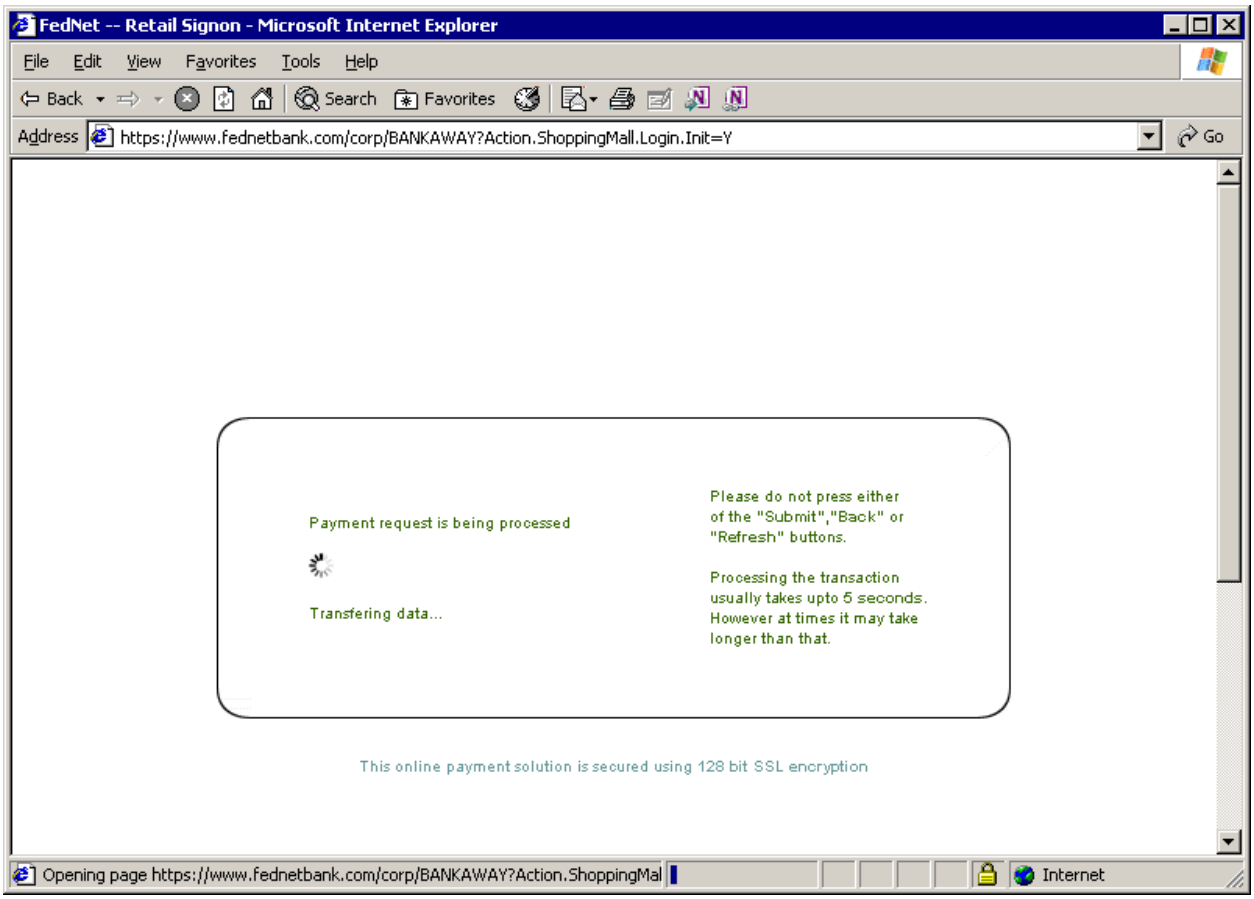
You will be redirected to the banks payment page. Don't refresh the page.



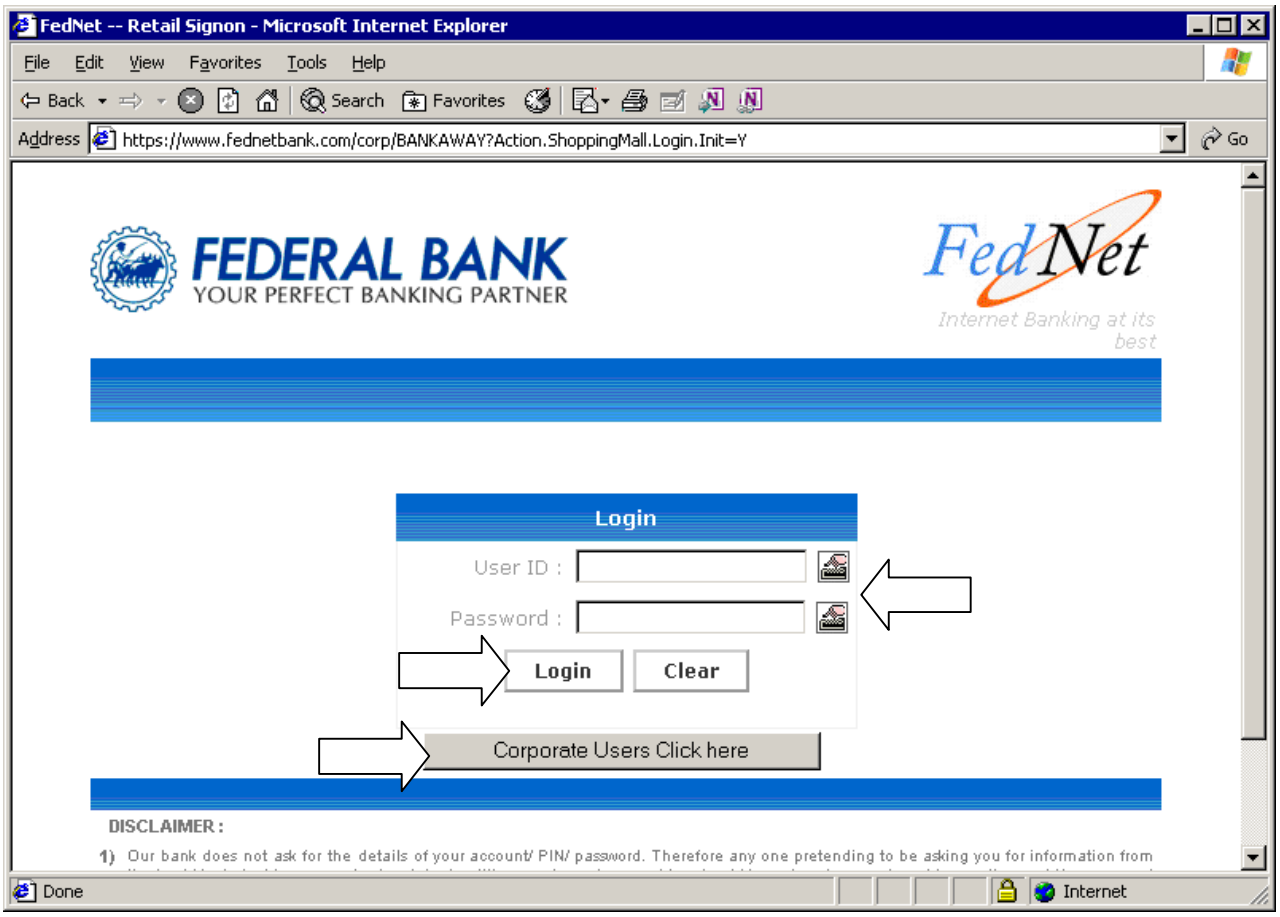
Choose the bank to make the payment and click on the button **Continue to Payment.**

To make payment by **Federal Bank,** Choose the bank and click on the button **Continue to Payment.**

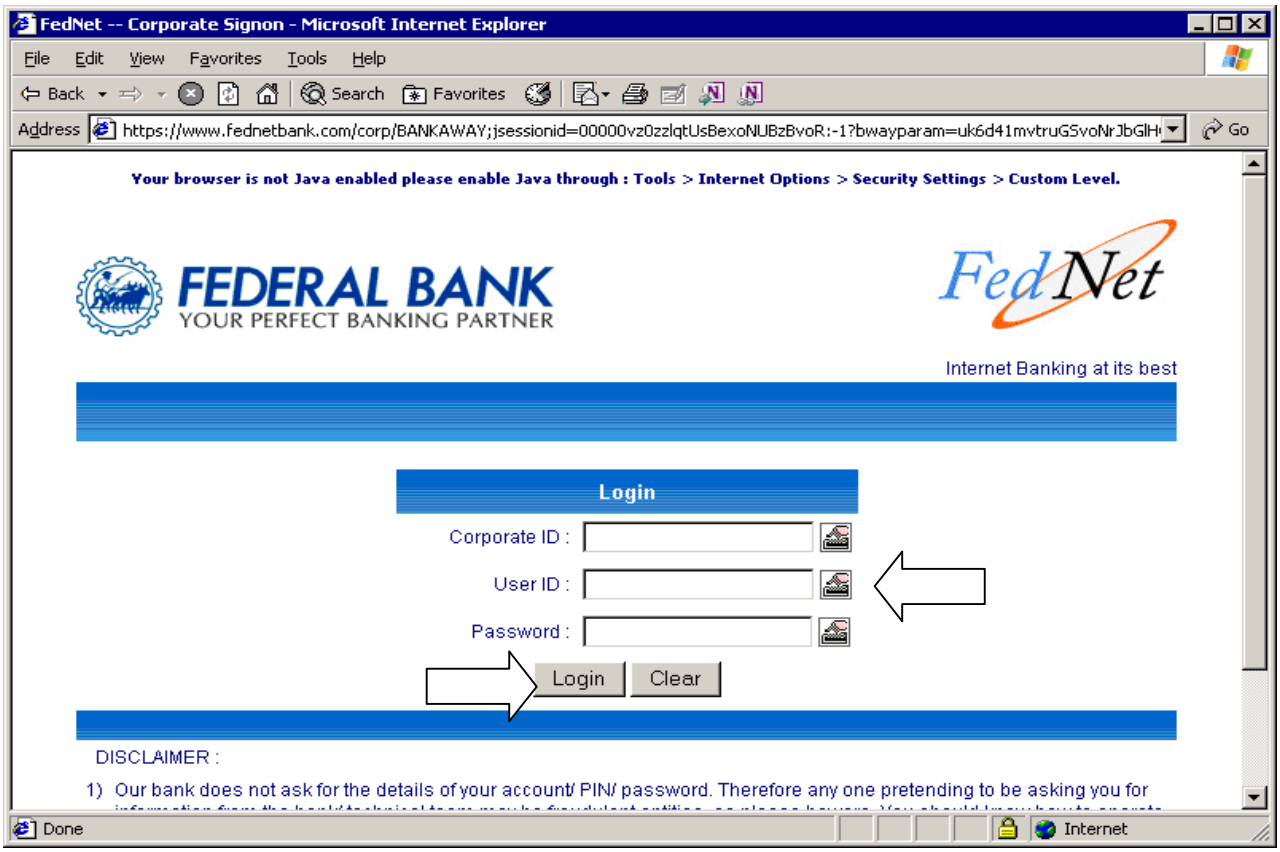



FedNet -- Retail Signon - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.fednetbank.com/corp/BANKAWAY?Action.ShoppingMall.Login.Init=Y
Go
Payment request is being processed
Transfering data...
Please do not press either of the "Submit","Back" or "Refresh" buttons.
Processing the transaction usually takes upto 5 seconds. However at times it may take longer than that.
This online payment solution is secured using 128 bit SSL encryption
Opening page https://www.fednetbank.com/corp/BANKAWAY?Action.ShoppingMal
Internet

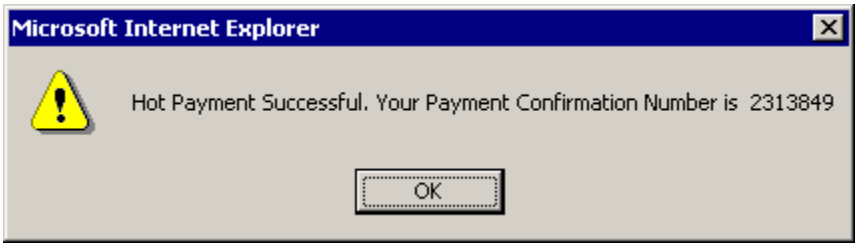
If you wish to make payment by **Retail Banking,** enter the **User ID / Password** and click on the **Login** button. If you want to make payment by **Corporate Internet Banking** click on the **Corporate Users Click here** button.



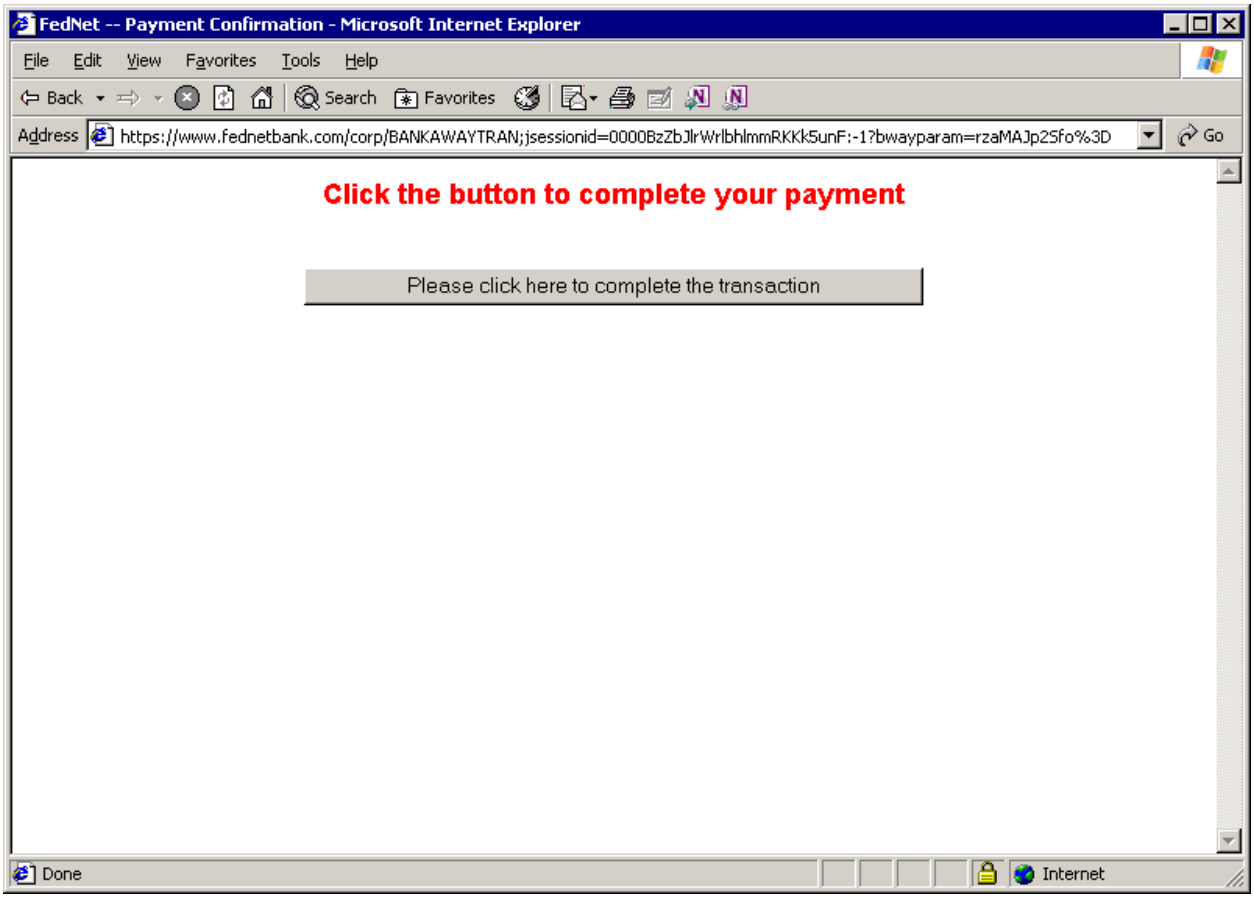
To make payment by **Corporate Internet Banking,** enter the **Corporate ID / User ID / Password** and click on the **Login** button.



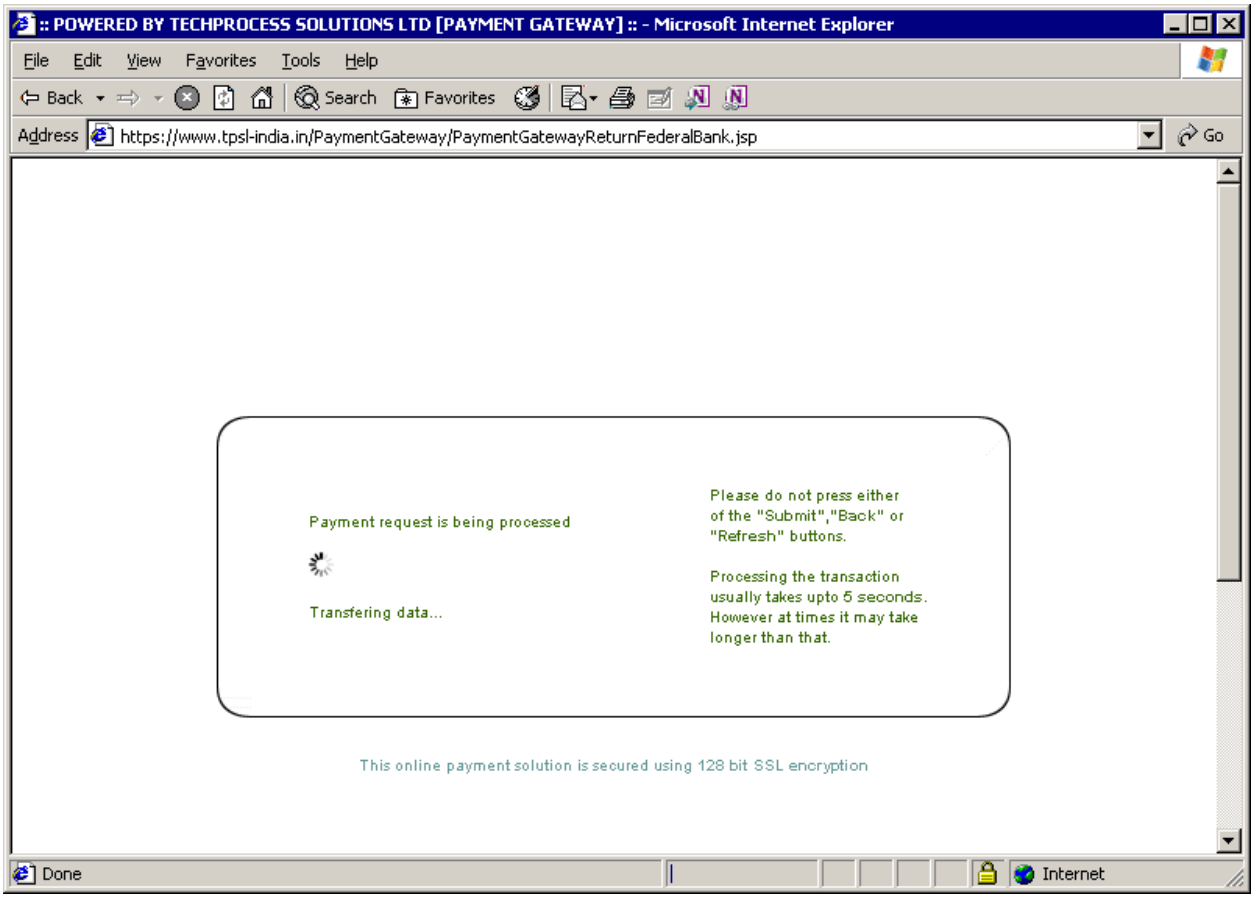
After you have successfully made the payment from your bank account, the below pop up message will be displayed. Click on **OK.**



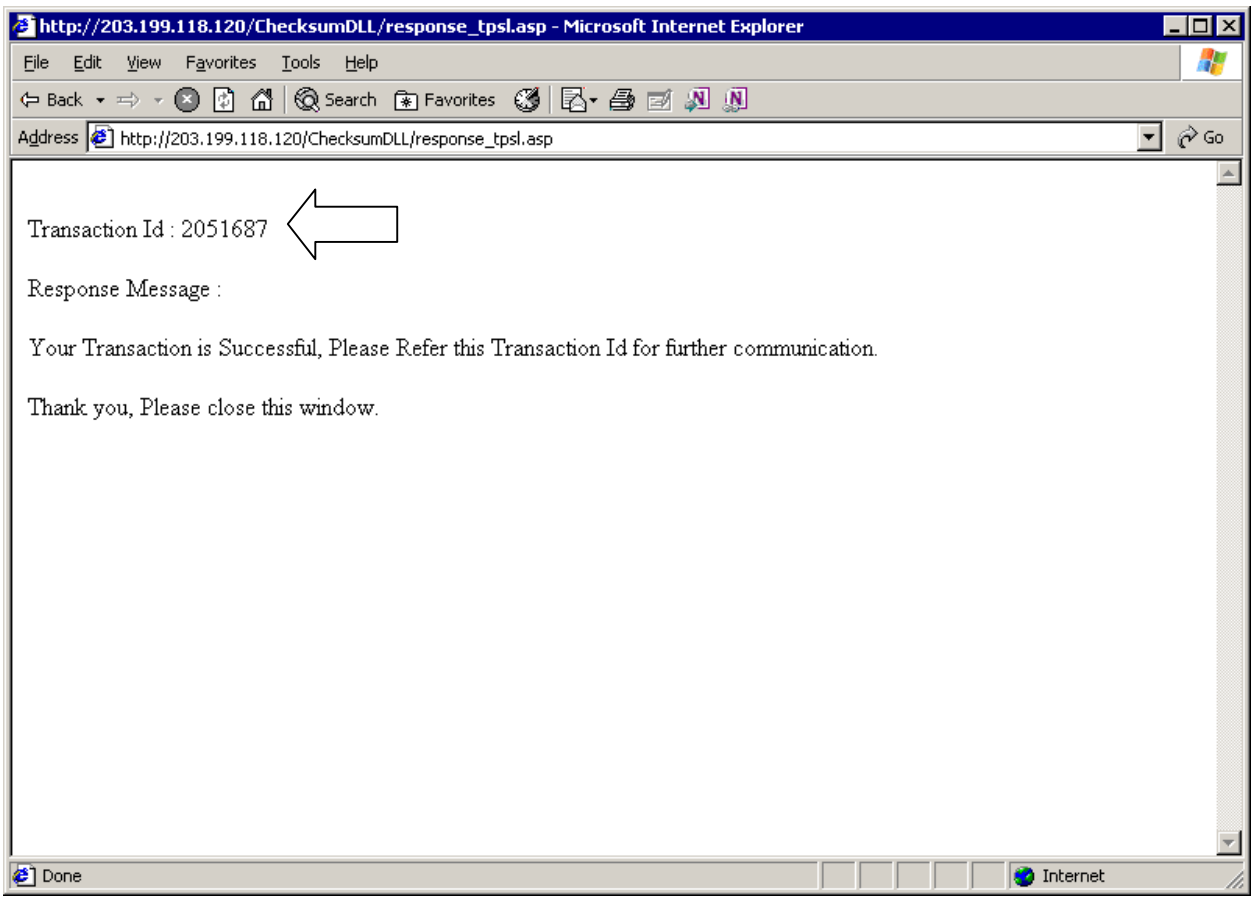

Then click on **Please click here to complete the transaction** button.



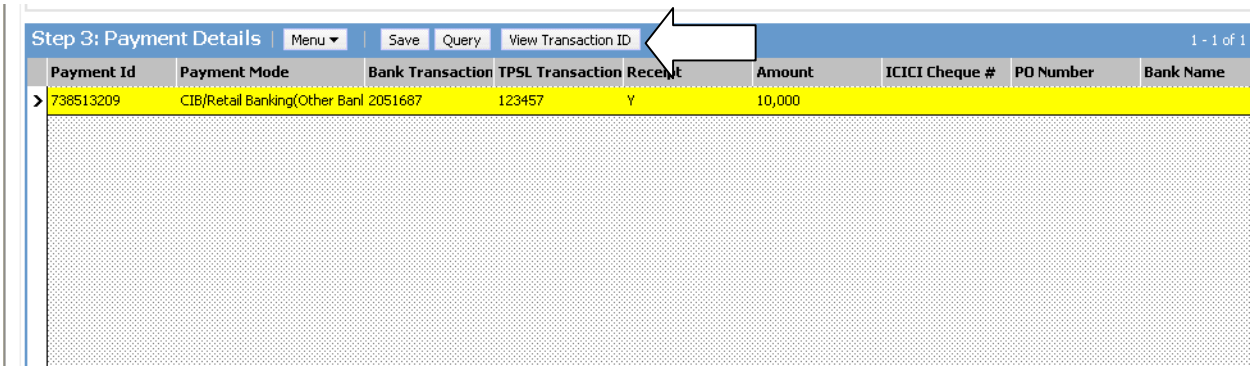
Now you will be redirected to the response page. Don't refresh the page.



In the response page, note down the **Transaction Id,** you can now close the window.



Now click on the **View Transaction ID** button to view the transaction id.




Now in the application you can observe that the Transaction ID and Receipt flag are populated. **The payment has been successfully done.**

## Payment Queries Help File

**Case 2: Format of e-mail to be sent in case of problem relating to Processing Fee Payment using Payorder/ ICICI Cheque modes: ( Please ensure not depositing any bank drafts )**

The e-mail should be sent to the mail id: payment.query@aicte-india.org containing the following details:

Subject: Processing Fee Payment – Payorder/ICICI Cheque Payment Problem : <Institute Name> <Application ID><Payment ID> (As printed on challan)

Mention following details in the body of the mail:

Institution Name:

Application ID:

Contact Person:

Contact Person Mobile Number:

Problem encountered:

Date & Time of Deposit in ICICI Bank Branch:

Amount of Payment :

In case of ICICI Bank cheque, Please mention Cheque number:

In case of ICICI Bank cheque, Please mention ICICI Bank Account Number & Name:

In case of Payorder, Please mention :

Payorder Number:

Issuing Bank name:

Issuing Bank branch

Payable at location:

Name & Address of ICICI Bank branch at which payment was submitted:

Branch Transaction ID (if available):

*Important : Please also attach the scanned copy of the challan submitted by you at ICICI Bank branch (acknowledged by branch) along with this email*.

**Case 3: Format of e-mail to be sent in case of problem relating to Processing Fee Payment using Corporate Internet Banking:**

The e-mail should be sent to payment.query@aicte-india.org containing following details:

Subject: Processing Fee Payment – Corporate Internet Banking <Institute Name> <Application ID><Payment ID> (as provided by AICTE server) ; <Transaction ID> (generated at ICICI Bank server if payment successful)

Mention following details in the body of the mail:

Institution Name:

Application ID:

Payment ID :

Contact Person Name :

Contact Person Designation:

Contact Person Mobile Number:

Problem encountered:

Date & Time of Payment:

Amount of payment:

ICICI Bank Account number from which payment was made:

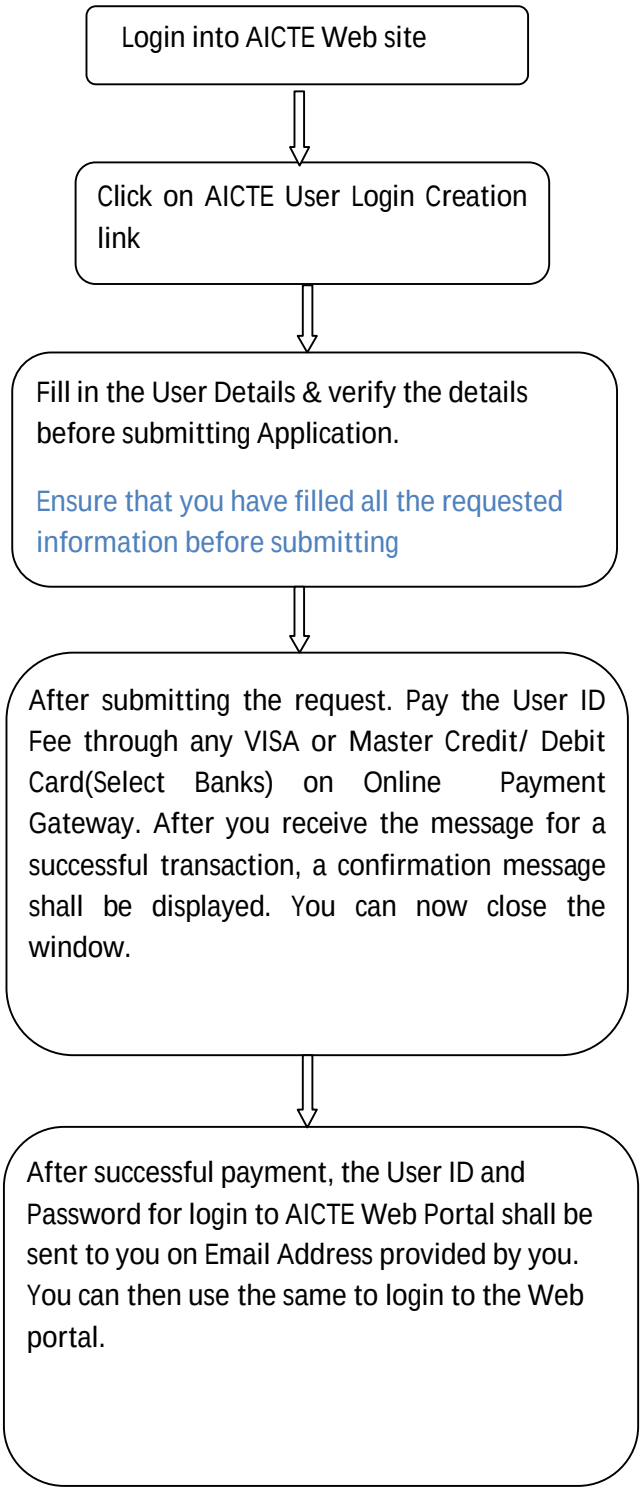
ICICI Bank Account name from which payment was made:

Transaction ID (if available):

For any Miscellaneous query related to payments, please write into payment.query@aicte-india.org or call at 011 - 23724675

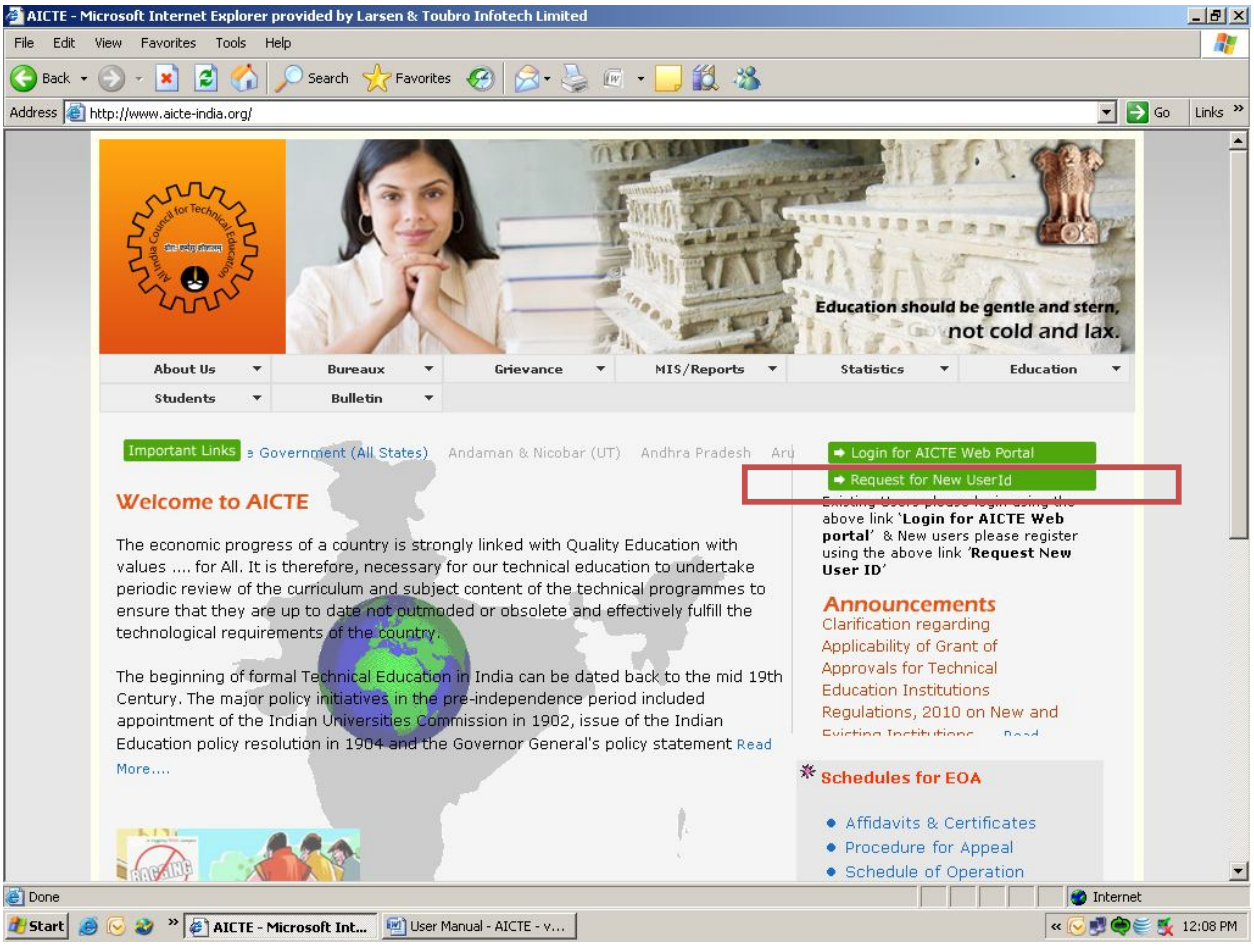
## New User Id

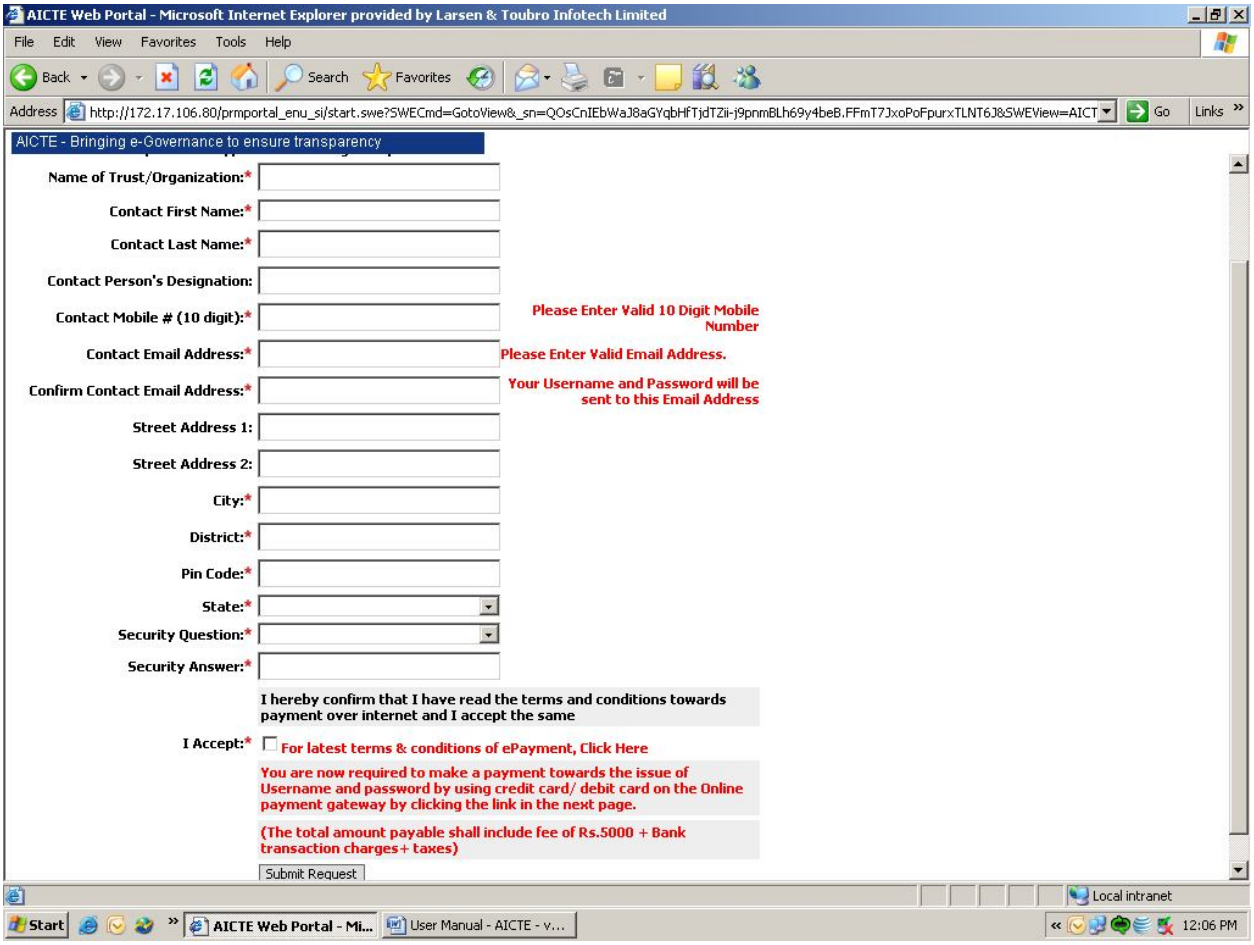
### Process Overview



## Creation of Login ID and Password to AICTE Website (www.aicte-india.org)

Step I: Visit AICTE official website www.aicte-india.org and Click on “Request New UserId” Tab.

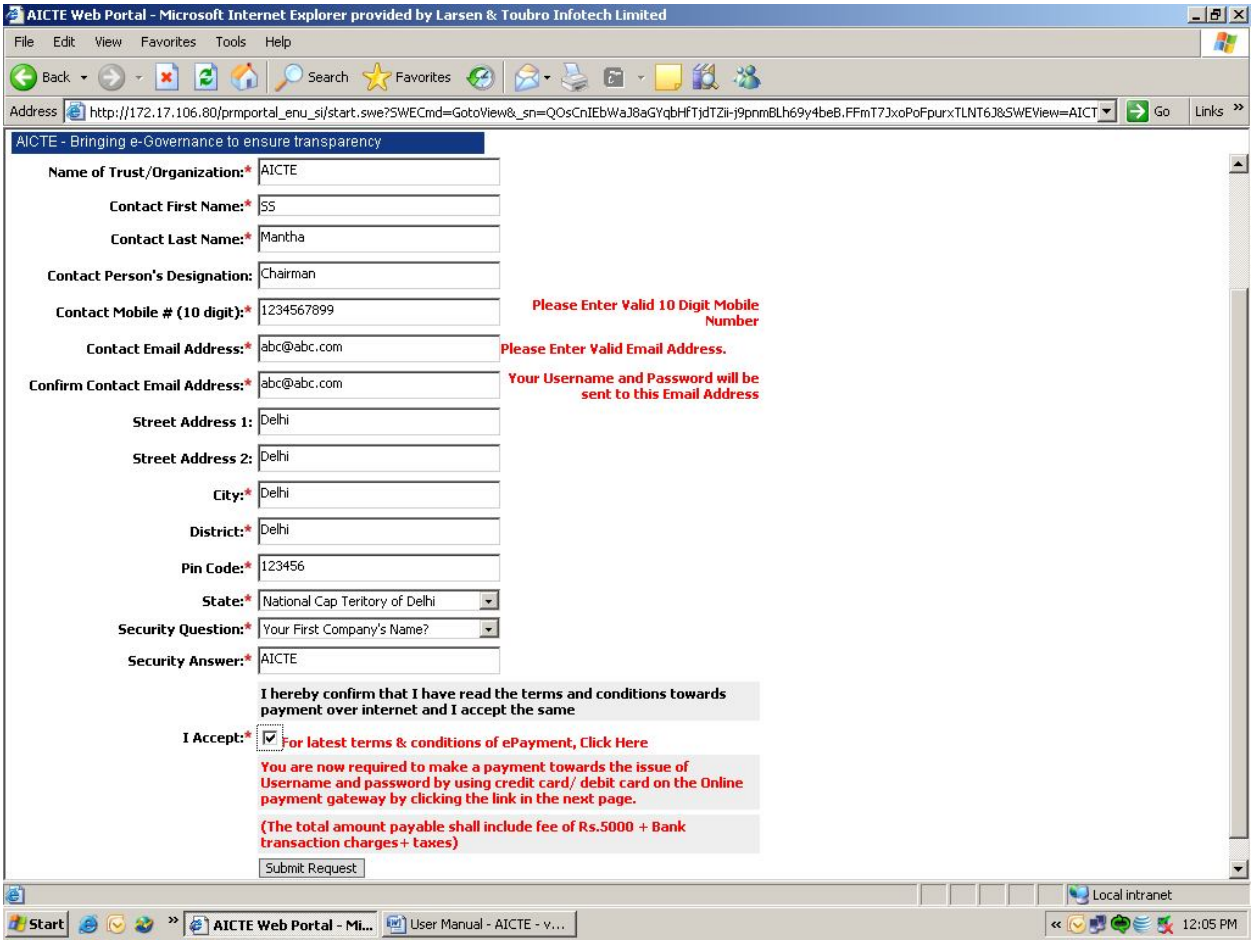





**Step 2:** Fill in the required information in the below login form.

a) Enter your Organization or Trust name in Name of Trust/Organization.

b) Enter the Contact Person's First Name, Last Name& Designation.




c) Enter a Valid 10 Digit Mobile Number for Contact by AICTE when required.

d) Enter valid Email Address in Contact Email Address Field. Your User Name & Password will be sent to this Email Address.

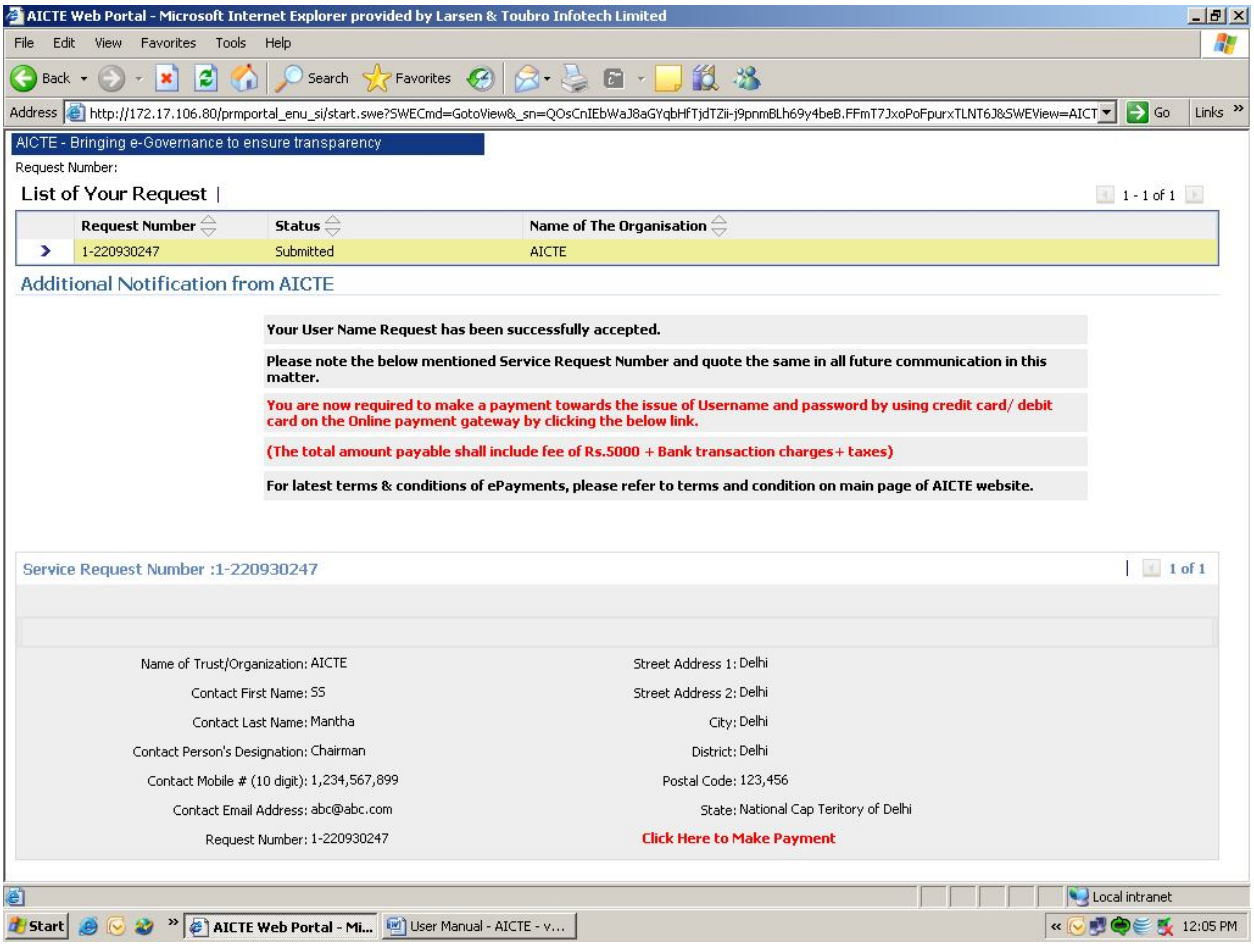
e) Your “Confirm Email Address” and “Email Address” should be same or else an error will be displayed.

f) Enter the Street Address1, Street Address2, City, District, State and Pin Code.

g) Select a Security Question & provide Security Answer. Do remember your Security Question and Security Answer. You have to provide them in case of Password Reset or Change.

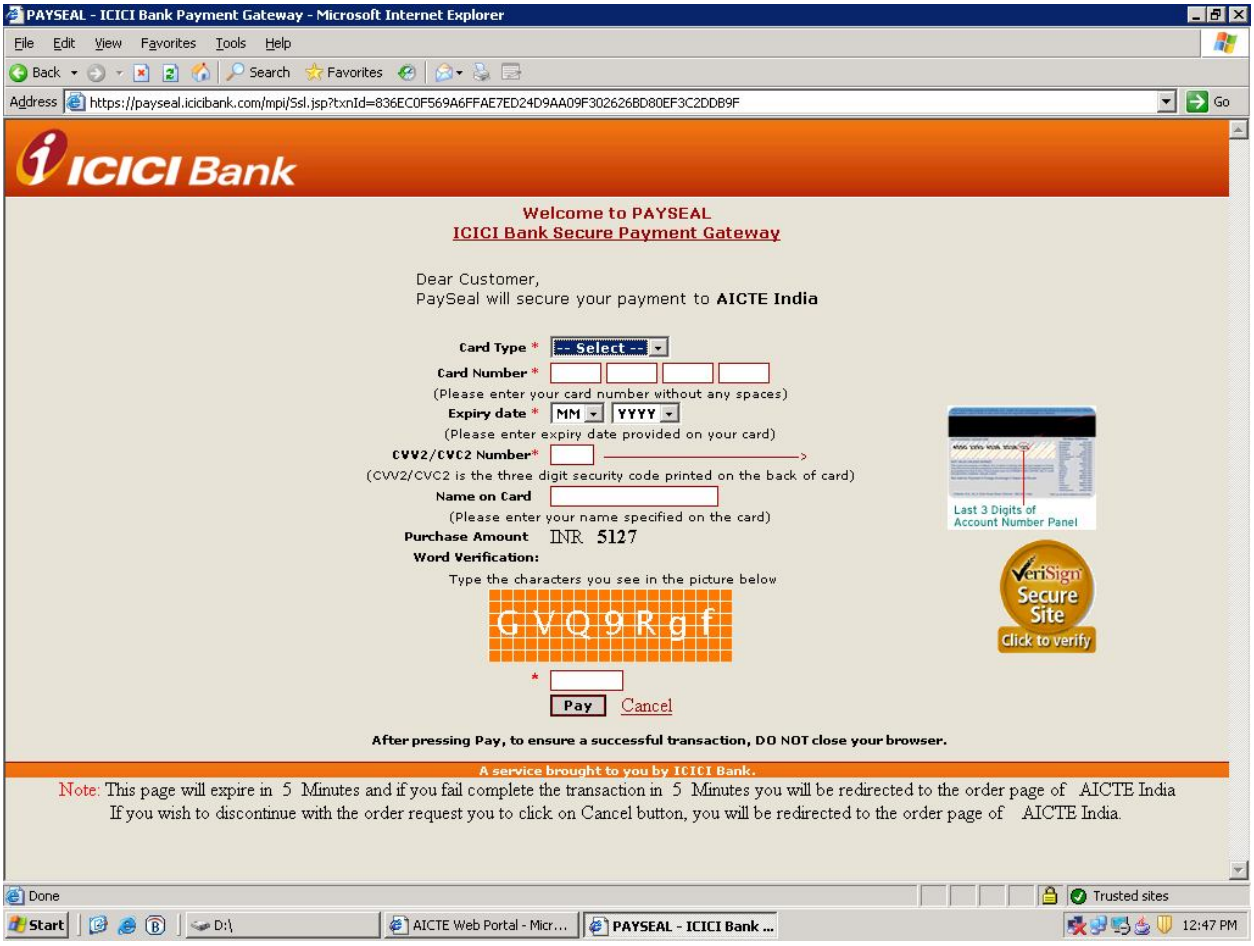
h) Before Submitting the Application, kindly verify whether you have provided all necessary details correctly and check the ‘ I Accept ’ checkbox to accept the latest terms and conditions for ePayments.

I) Once you submit the form, you will be directed to the following page to make the Payment for Creation of User Id through Online Payment Gateway.



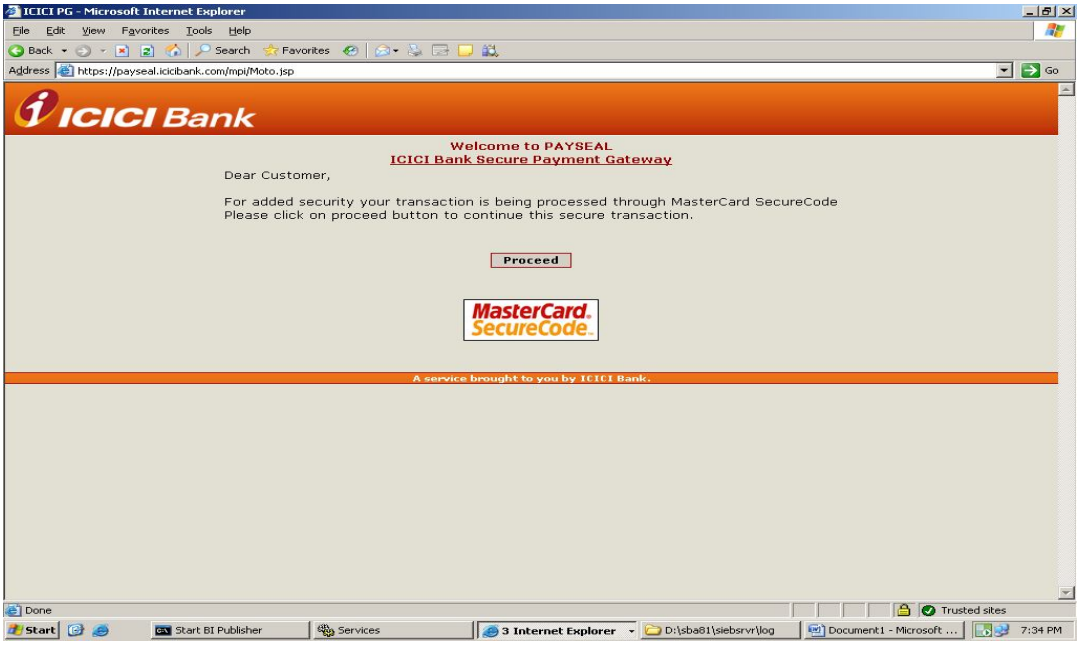
j) Note down your Request Number and click "Click here to make Payment" link. This will open ICICI page as shown below.

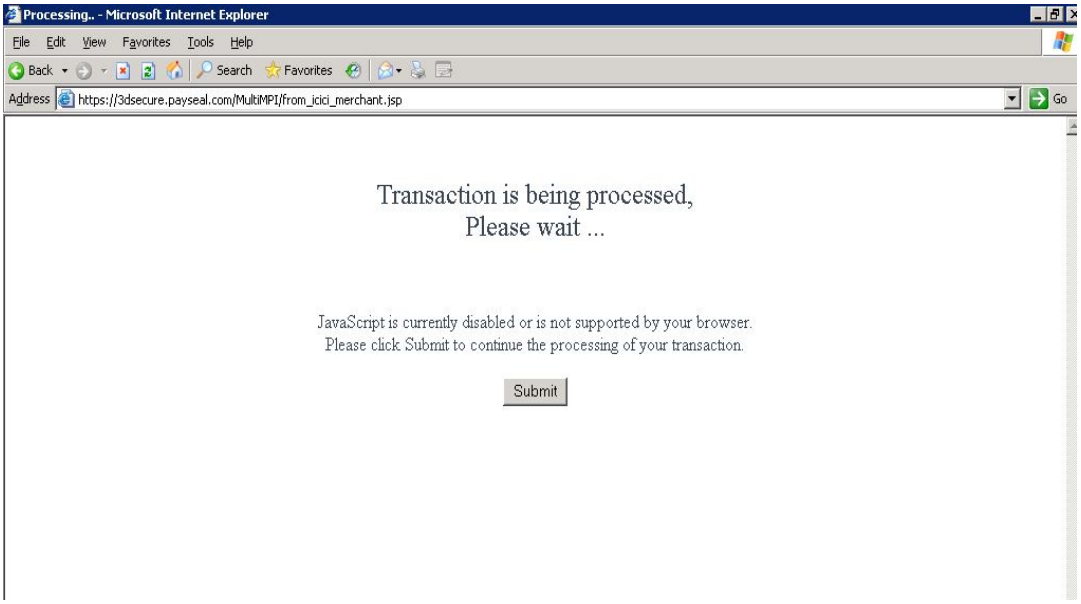
k) A confirmation of your having read the terms and conditions towards the payment over internet would be required for you to proceed further. You may confirm the same by clicking the check box, provided "I hereby confirm having read the terms and conditions towards the payment over internet and I accept the same." To view the terms and conditions in details, please click on the link on Terms and conditions available on same page.



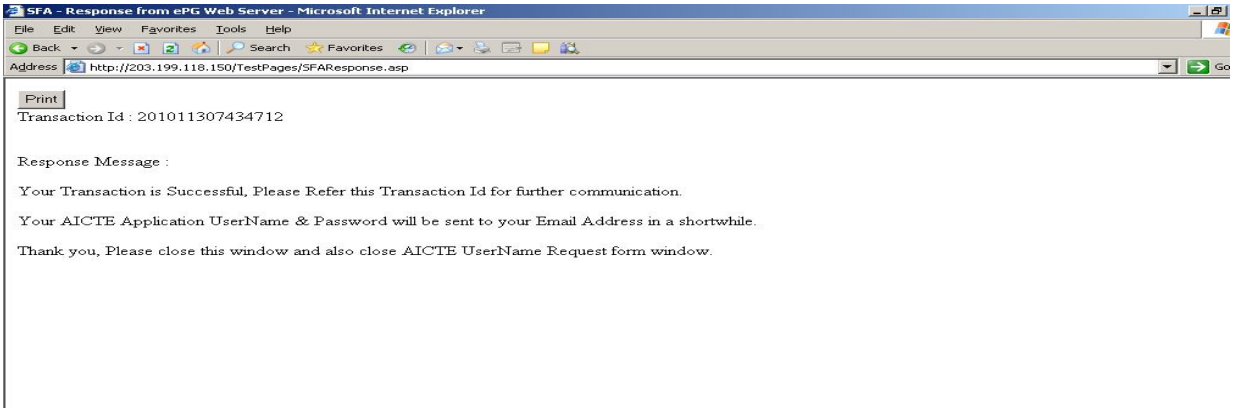
L) You will then be redirected to ICICI Bank Payment gateway. Please input the Credit/Debit Card* details. The amount payable shall include AICTE fee along with convenience fees & taxes.

m)After entering the details, click on “Pay”. You would then be prompted to enter 3D verification details of your card for necessary validation of the card.






n) Post validation of correct details provided, the transaction shall be processed and you shall receive a message displaying successful payment. You shall then be redirected back to AICTE server, where the following message shall be displayed informing you of the payment transaction Id & informing that the User ID & Password will be sent to the Email Address you provided in the Login form.



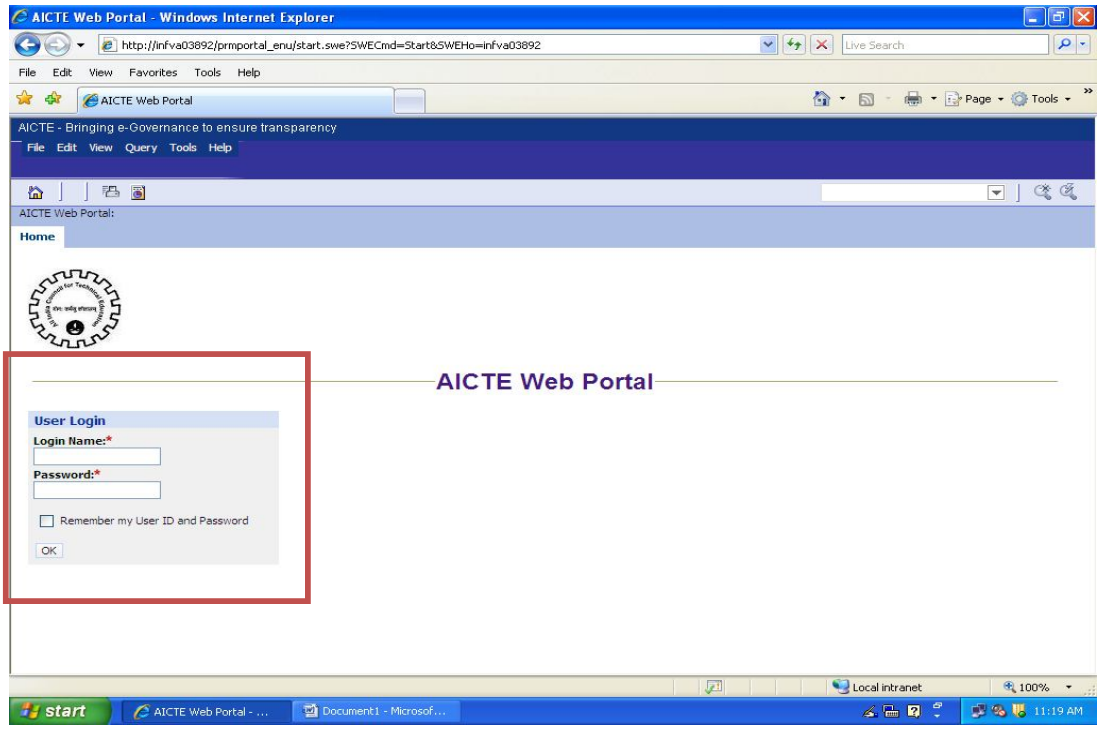

o) In case of unsuccessful payment because of invalid card details provided or declining of the transaction by the card issuing bank, or unavailable credit limit on the card you may reattempt the same with corrective action at your end using same card or any other card.

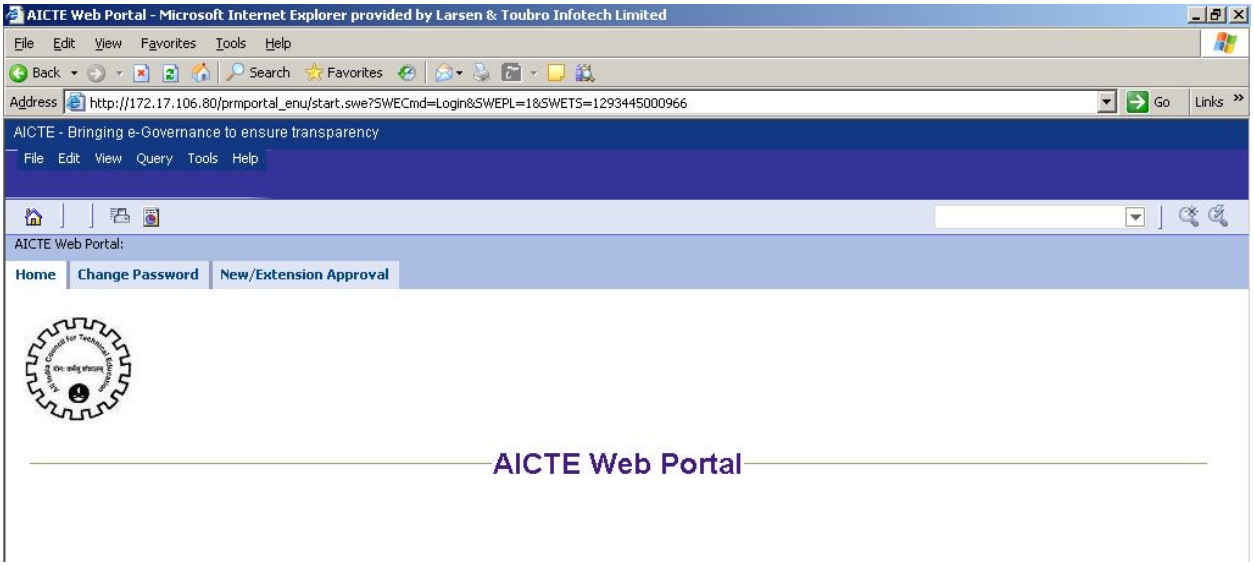
Important Note:

* Credit Cards issued by Master or Visa and VISA Debit cards of select banks namely, ICICI Bank, Allahabad Bank, Andhra Bank, Axis Bank Limited, Bank of Baroda, Bank of India, Bank of Maharashtra, Barclays Bank plc, Canara Bank, Central Bank of India, Centurion Bank of Punjab limited, City Union Bank ltd, Corporation Bank, Dena Bank, Deutsche Bank AG, Development Credit Bank ltd., GE Money, HDFC Bank Limited, IDBI Bank Ltd., Indian Overseas Bank, IndusInd Bank Limited, ING Vysya Bank Limited, Karnataka Bank Limited, Kotak Mahindra Bank ltd, Oriental Bank of Commerce, Standard Chartered Bank , State Bank of India, Syndicate Bank, Tamilnad Mercantile Bank limited, The Bank of Rajasthan limited, The Catholic Syrian Bank Limited, The Cosmos Co-op Bank Limited, The Dhanalakshmi Bank limited, The Federal Bank ltd, The Hongkong and Shanghai Banking Corporation Limited, The Karur Vysya Bank ltd, The Lakshmi Vilas Bank ltd, The Saraswat Co-operative Bank ltd, UCO Bank, Union Bank of India, Vijaya Bank

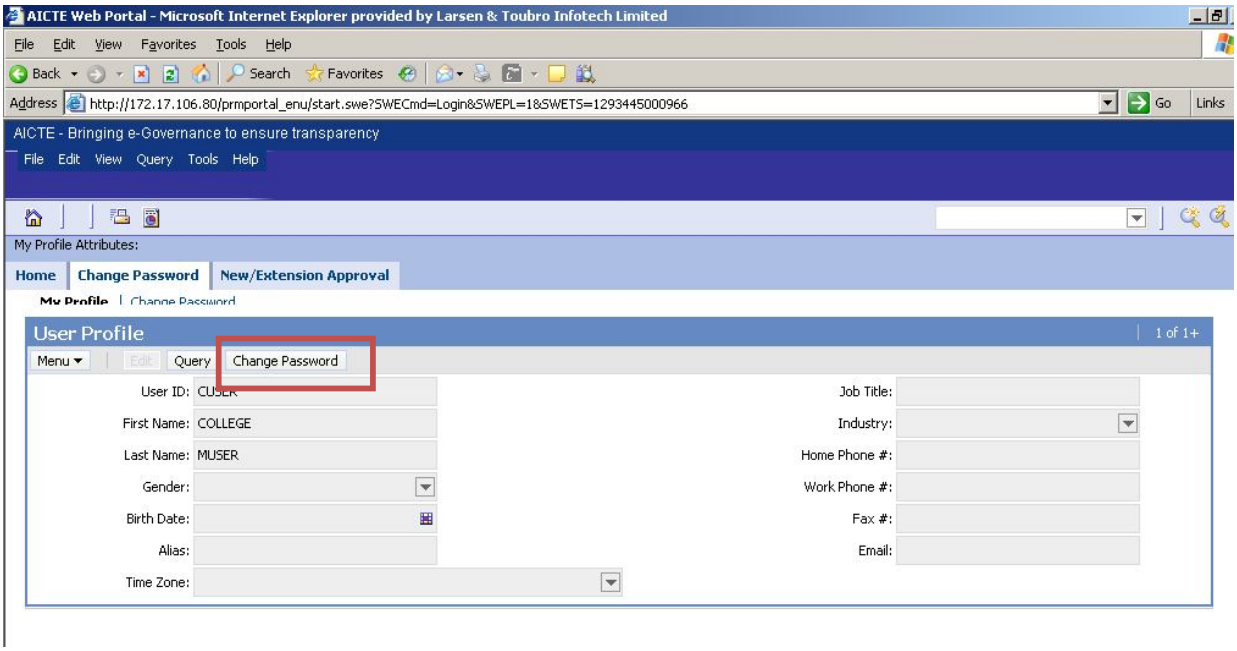
## Login to AICTE web portal with the User ID and Password provided on e-Mail

Step1: With the User ID and Password provided to you through email, login to the AICTE web portal.

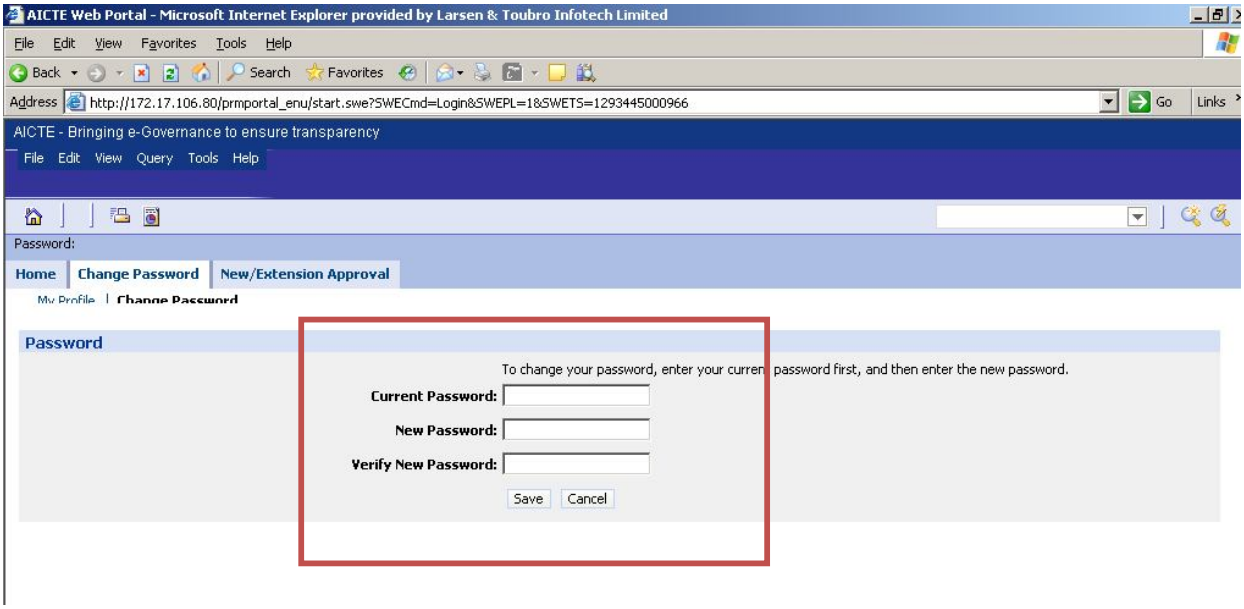




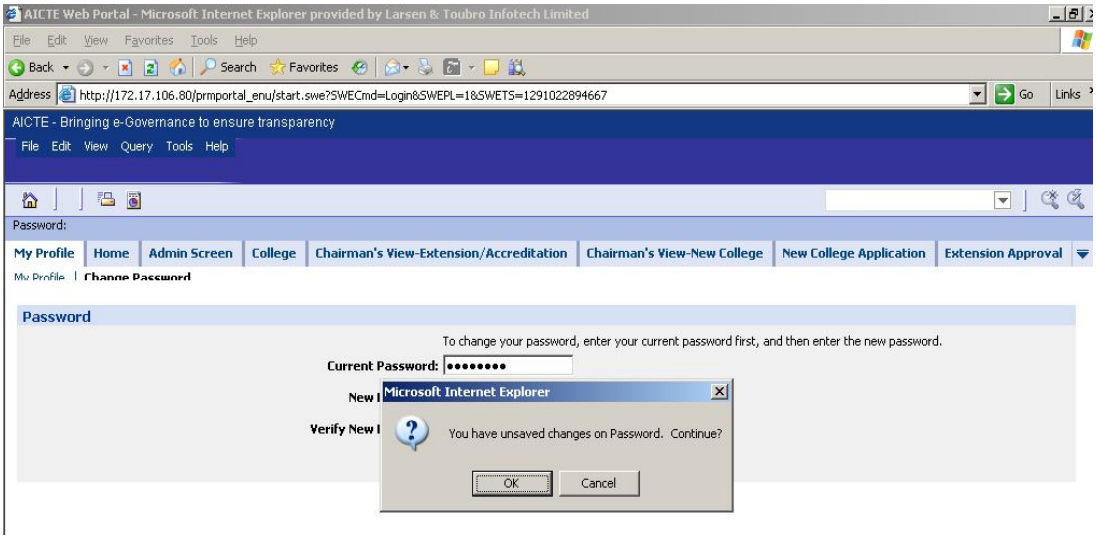

**Step 2:** To Change The Password: To change your password, go to “Change Password” tab & Click “Change Password” Button



Enter your Old Password, New Password & verify New Password. Click “Save” Button.




Once you click Save, A popup window will appear as “You have Unsaved Changes in Password. Continue?” Click




Once you click Ok, your Password will be changed & you will be redirected to “My Profile View”.

# Payment Queries for credit card

In case of query/ problem pertaining to the payment of User Id creation or payment of Processing Fees at AICTE portal, kindly follow the below mentioned procedure:

Step 1: Call the AICTE Helpline numbers in case of payments related query.

Step 2: If so advised by the helpline operator, you should send an email in the specified format (as mentioned below) for resolution of issues related to :

- Confirmation Page not getting generated after Credit/ Debit card payment through Payment gateway for User ID creation
- Double Payment using Payment Gateway
- Payment status not updated for processing fee payment after specified time period mentioned in the user manual has elapsed(.i.e. 4-5 days for Payorder payments, 1-2 Days for ICICI cheque payments)
- Non-updation of payment status for Processing fee payments done through Corporate Internet Banking.

**Case 1: Format of e-mail to be sent in case of problem relating to Payment for User ID creation through Credit Card / Debit Card Payment gateway .**

The e-mail should be sent to the mail id : payment.query@aicte-india.org containing the following details:

Subject: User ID Creation - Payment Gateway Problem: <Institute Name><Service request number>

Mention following details in the body of the mail:

Institution Name:

Service request number (As provided by AICTE server):

Contact Person:

Contact Person Mobile Number:

Problem encountered:

Date & Time of Payment:

Payment through Credit/ Debit Card:

Name of Bank whose card was used:

Transaction ID (if available):

Authorization Code (if available) (this can be obtained from the bank whose card was used):

In Case of Double Payments, mention 2nd Transaction ID

## AICTE Helpline

For any queries pls contact at the following helpline numbers

011 – 23724670 (Fax number for sending AICTE portal related queries)

011 – 23724671

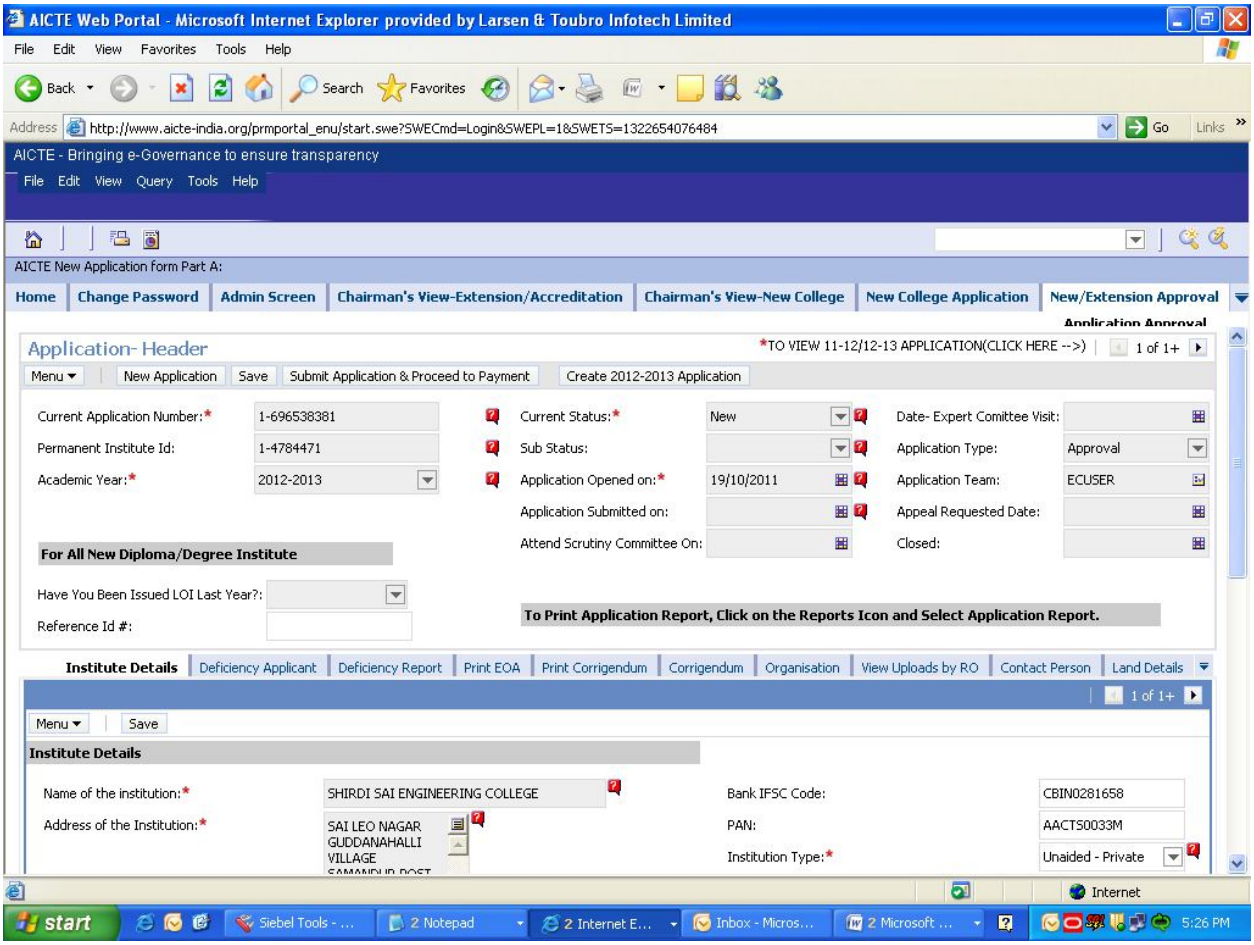
011 – 23724672

011 – 23724673

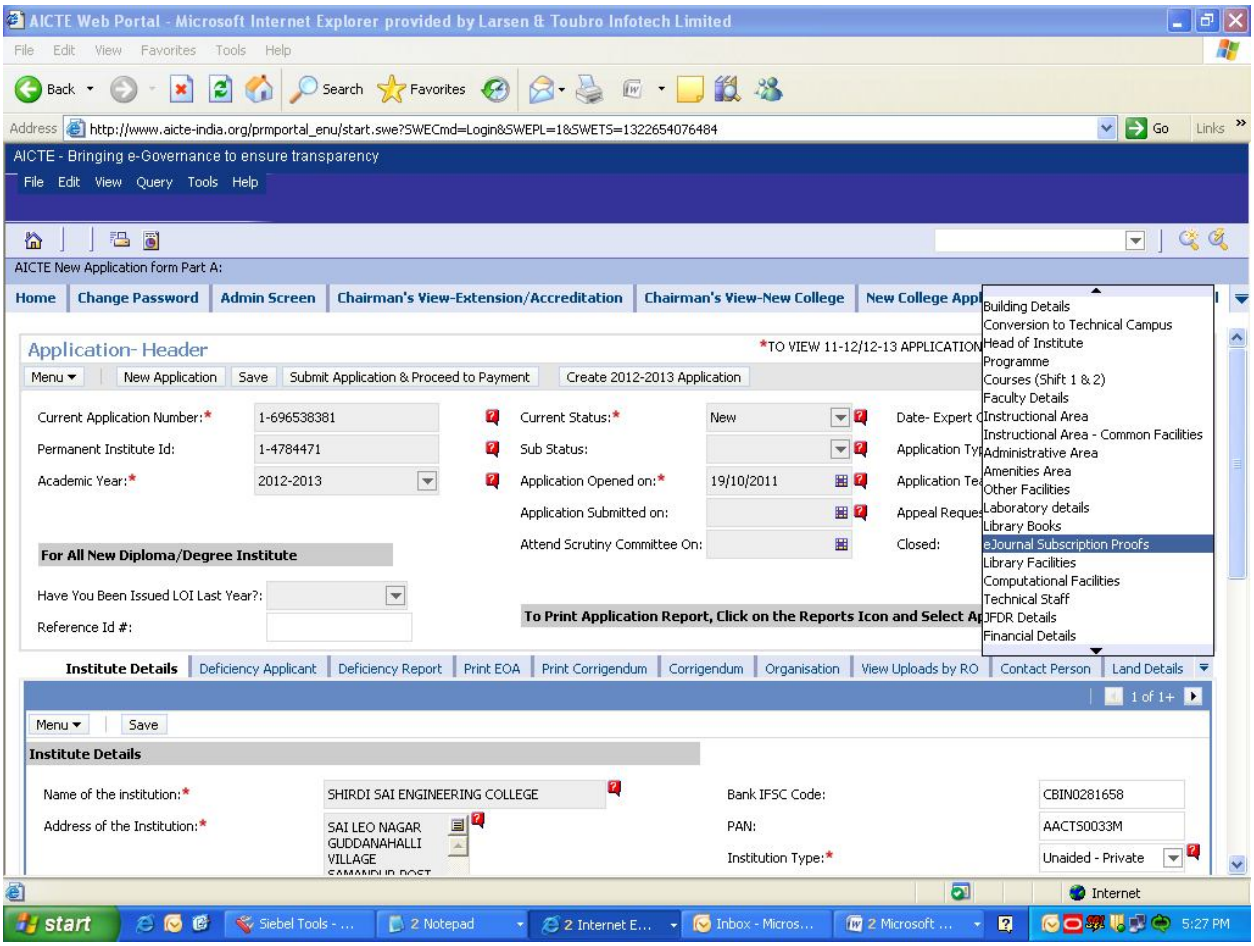
011 – 23724674

011 – 23724675 (For Payment related queries)

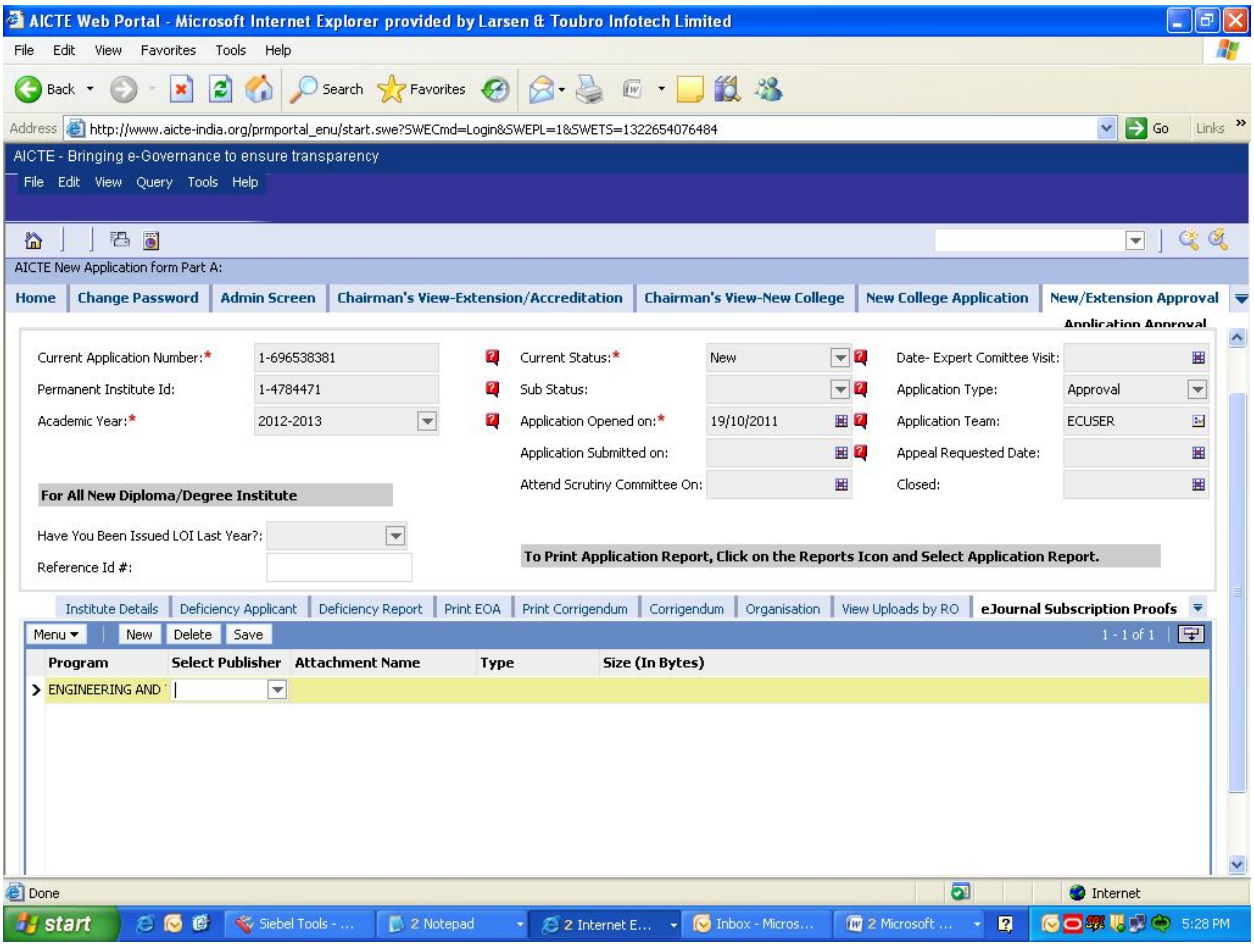
To Add eJournal Publishers for specific application user should navigate to **New/Extension Approval** Screen



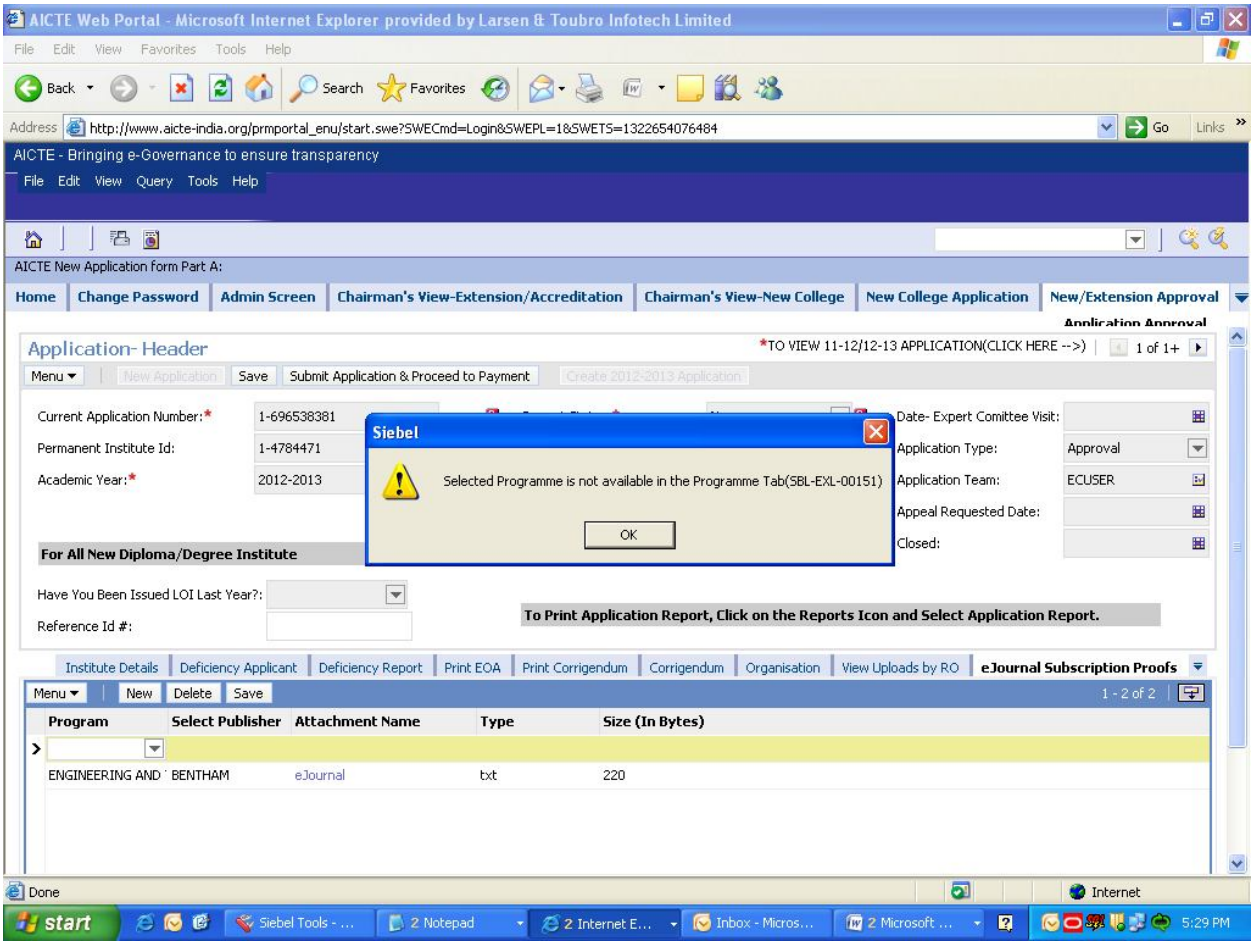
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User can able to select list of programs available in Programme tab otherwise it will be pop up with following error message




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